

1. Purpose and Rationale

This policy aims to ensure a safe, respectful, and focused learning environment by managing the use of mobile phones in school. While mobile technology can support learning and communication, its misuse can disrupt education and affect wellbeing.

2. Scope

This policy applies to all pupils, staff, parents/carers, and visitors within the school premises and during school-related activities.

3. Policy Statement

The following rules apply to mobile phone use in school:

- Pupils must switch off mobile phones upon arrival at school.
- Phones must be stored securely in school bags and not used during the school day, including break and lunch times.
- Mobile phones may only be used if explicitly authorised by a member of staff for a specific educational purpose.
- Recreational use of mobile phones (e.g. gaming, social media, photography) is strictly prohibited during school hours.

4. Exceptions

Exceptions may be made for:

- Pupils with medical needs (e.g. diabetes monitoring apps).
- Pupils with additional support needs as part of an agreed support plan.
- Emergency situations, which must be managed through school staff.

5. Responsibilities

- Pupils are responsible for ensuring their phones are switched off and stored appropriately.
- Staff will consistently enforce the policy and explain the rationale behind it.
- Parents/carers should contact the school office for urgent communication during the school day.

6. Consequences for Misuse

Misuse of mobile phones will result in:

- Verbal reminder or warning.
- Confiscation of the device for the remainder of the day.
- Parental contact for repeated breaches.
- Behavioural consequences aligned with the school's positive relationships policy.

7. Safeguarding and Privacy

- The use of cameras or recording functions is not permitted without prior consent.
- Phones are prohibited in PE areas, changing rooms, and toilets.
- Staff will not access pupil devices without consent unless safeguarding procedures require it.

8. Communication and Review

This policy will be shared via newsletters, assemblies, and the school website. It will be reviewed annually with input from pupils, staff, and parents/carers.

Review Date: November 2026