

# **Holy Trinity CE Junior School**



**Policy for:**

**The Acceptable Use of Mobile  
Phones**

**Reviewed by:**

**Mrs S Robins**

**Date reviewed:**

**Autumn 2025**

**Next review date:**

**Autumn 2027**

<b>Motto</b>	<b>Only with Thee, O God, we journey safely on</b>
<b>Vision</b>	Exemplary education for all, through God's amazing grace.
<b>4 year Vision target:</b>	<b>By the end of July 2027: attainment and progress will remain above or within the national average; children will retain their knowledge securely; children will confidently articulate Christian values, children will be proactive learners and have aspirations for what they can achieve in life; children recognise how to behave towards one another in everyone's best interests; children will know how to be healthy, safe and enjoy life to the full!</b>
<b>Values</b>	<b>Learning, Dignity, Integrity, Confidence, Love</b>
<b>Values statement</b>	<b>Learning together, as we journey with God in Love, we act with Integrity, treat others with Dignity and grow in Confidence.</b>
<b>We Learn:</b>	<b>“Everything was created through Jesus and for him” Colossians 1.16.</b> The sub values are: Curiosity, Wisdom, Teamwork, Hard Work and Failing Well
<b>We Love:</b>	<b>“We love each other because he loved us first” 1 John 4.19.</b> The sub values are: Community, being Non-judgmental, Forgiveness, Compassion and Kindness
<b>We act with Integrity:</b>	<b>“People judge by outward appearance, but the Lord looks at the heart” 1 Samuel 16.7.</b> The sub values are: Faithfulness, Generosity, Honesty, Trustworthiness, Self-Control and Responsibility
<b>Each person has Dignity:</b>	<b>Each person has Dignity: “So God created human beings in his own image.” Genesis 1.27.</b>  The sub values are: Equality, The Whole Person, Every Person, Tolerance and Advocacy
<b>We have Confidence:</b>	<b>We have Confidence: “Blessed are those who trust in the Lord and have made the Lord their hope and confidence.” Jeremiah 17:7.</b>  The sub values are: Wholeheartedness, Hopefulness, Joy, Humility and Resilience

## **Aims**

Holy Trinity CE Junior School accepts that mobile phones are a part of everyday life for the adults and children belonging to the school.

We acknowledge that, when parents allow their children to travel to and from school alone or with other children, a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently and track where the child is. However, it is **not** a requirement that children have a mobile phone in order to walk to or from school without an adult.

Staff may need to make or receive personal calls during the school day. This will be during breaks only unless this is an emergency.

This policy aims to manage the use of mobile phones within school and to ensure that they are used safely. The policy will be circulated to all staff and published on the school website. A printed copy is available on request from the school office. Any parent /carer allowing their child to walk to school or requesting permission for their child to walk home alone will be presumed to have read and agreed to this policy. (Appendix C)

To protect our children, smartphones belonging to children are not allowed on the school premises. This is because they allow children access to material this age group do not have the maturity to cope with.

Pupils and their parents/carers should read and understand the policy **before** parents /carers decide to allow their child to bring a mobile phone to school. Any phones brought into school are at the user's own risk. School cannot take responsibility for loss, theft or damage to phones.

## **Practice**

### **Staff**

Staff personal use of mobile phones during their working school day should be:

- Outside of their contracted / directed hours
- Discreet and appropriate i.e. not in the presence or earshot of pupils

Mobile phones should be switched off and left in a safe place during lesson times, including inset and PPA. There are lockers and lockable drawers available and school will not take responsibility for items that are lost or stolen.

Staff may take mobile phones on trips, but they must only be used in emergencies and should not be used when pupils are present.

Staff should not contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a situation arises where it is necessary for a staff member to use their own phone to contact a parent (such as when staff are working at

home in a home learning situation), the staff member should block their phone number. If a member of staff needs to make telephone contact with a pupil/ family, a school telephone should be used routinely.

Staff MUST not send to, or accept from, pupils, texts or images on their mobile devices.

A member of staff MUST NOT use their phone to photograph or film a pupil(s), or allow themselves to be photographed or filmed by a pupil(s). The designated school mobile may be used to capture school moments through photos or videos, adhering to the AUP.

Staff will use professional judgement in emergency situations.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.

Staff should understand that failure to comply with the policy may lead to disciplinary action being taken.

## **Pupils**

In preparation for transition to secondary school, pupils in Year 6 are allowed to bring a mobile phone (not a smartphone) if they walk unaccompanied by an adult to and from school.

Only in exceptional circumstances will children in other year groups be allowed to bring a mobile phone to school. If a parent/carer wishes their child to bring a phone to school they will need to state the exceptional circumstances.

It is the responsibility of pupils who bring mobile phones to school to follow the guidelines outlined in this document.

- Mobile phones should be inexpensive models (not smartphones).
- **Mobile phones should be marked with the owner's name.**
- The decision to provide a mobile phone to their children should be made by parents or carers.
- Parents/carers should be aware if their child takes a mobile phone to school.

Mobile phones are only to be used for texting/phoning parents or carers to acknowledge safe arrival at school or to make arrangements for the end of the day. If the latter needs to be done in school time, a pupil will be asked to do this under supervision by the school office. Mobile phones should not be used at all whilst on the school site. Day to day management of pupils' phones within school is set out in Appendix A.

NB the definition of a smartphone is: a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, internet access, and an operating system capable of running downloaded apps

## **Links to the Behaviour Policies and Procedures**

For pupils, phones should be turned off for the entire time they are on the school site. Children should turn phones off before coming through the gate, and only turn them back on once they have left the school site. This includes whether they are collected by an adult from school or walking alone. Using mobile phones to bully and threaten other pupils is unacceptable and will not be tolerated. This includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced. The school may take action in line with the Promoting Good Behaviour Policy; Anti Bullying Policy and action is not restricted to incidents which occur during the school day. In such cases, the parent or carer would be notified immediately and permission to bring a phone to school may be withdrawn. Incidents involving inappropriate use of mobile phones will be logged.

## **Loss or Damage**

**The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.**

The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

## **Sanctions**

Pupils who do not follow the guidelines and procedures set out in this document may not be allowed to bring their mobile phone into school. Appendix B sets out the consequences if guidelines are not followed.

## **Monitoring and Evaluation**

This policy and related procedures will be monitored and evaluated by the Behaviour Lead and reported to the Head teacher and Pupils & Curriculum Committee.

## **Appendix A**

1. Mobile phones should be switched off upon arrival at the school gate in the morning.
2. At registration phones should be placed in the class box provided.
3. All collected mobile phones will be stored until the end of the day in the office.
4. At the end of the school day pupils will collect their phone from the class box. If a child is attending an after school activity, their phone should remain switched off and with their belongings.
5. Pupils should not switch the phone on until they have left the school premises, regardless of whether they have been collected by an adult or walking home alone.
6. Mobile phones that are found in the school and whose owner cannot be located should be handed to the school office.

## **Appendix B**

1. If a child brings a smartphone to school, it will be removed from the class box and kept separately in a secure place. A parent will have to collect it from the school office.
2. If a mobile phone is used during the school day or has not been handed in it would be confiscated and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day from the office and a record will be made of the incident
3. If this occurs again, the mobile phone would be confiscated and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone. They may be asked to speak to a member of the Senior Leadership Team. The pupil may be asked to hand their phone in at the gate and collect from the gate or the office once they have been dismissed. This may continue for more than one day, as agreed by SLT. The incident will be recorded.
4. If this behaviour is repeated the mobile phone would be confiscated and taken to a secure place within the school office. Parents will be notified and the pupil daily will not be permitted to collect the phone without a parent/carer present. Continued behaviour will result in the child losing their permission to bring a phone to school.

**Appendix C – Permission to bring a mobile phone to school. Completed forms to be kept in the class register, with the reason in writing.**

**Appendix C**

**Permission to bring a mobile phone to school**

I have read and agree to adhere to the terms of the Acceptable Use of Mobile Phones Policy for my child (on the website or available via the school office) and have provided my child with a phone that is not a smart phone.

I understand that phones brought into school are at the user's own risk. School cannot take responsibility for loss, theft or damage to phones.

Parent or carer's name: \_\_\_\_\_ (please print)

Pupil's name: \_\_\_\_\_ (please print)

Class: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

If your child is not in year 6 and you would like them to bring a mobile phone to school, please give the exceptional reason that this is necessary:

---

---

---