

Summary of Mobile Phone policy

Key points for all pupils and parents

- From entering the school boundary in the morning until leaving at the end of the day, pupils must not use or have access to a mobile phone or smart device (including devices that can message, receive notifications or record audio/video).
- This applies in lessons, corridors, playgrounds, assemblies, clubs, trips and after-school activities.
- If parents need to contact their child during the day, they must do so via the school office, not via a child's phone.

Nursery –Year 5

- Pupils in Nursery to Year 5 must not bring a mobile phone to school under any circumstances.
- These pupils are always collected by a known adult or attend agreed after-school provision, so phones are not needed for journey safety.

Year 6: independent walkers only

- Only Year 6 pupils who walk home independently and are not collected or attending Playden may bring a phone, and only for emergency contact on the journey to and from school.
- Parents must complete and sign a Year 6 Mobile Phone Parental Consent Form before their child can bring a phone.
- On arrival, the phone must be switched off before crossing the school boundary, handed to staff at the start of the day, stored in a locked box, and will be returned at home time; it must stay off until the pupil is off-site.
- The school will store phones securely but cannot accept responsibility if a phone is lost, stolen or damaged.

Misuse, confiscation and sanctions

- Any pupil who uses a phone or smart device during the school day, or has one in their possession without permission, is breaching the policy.
- First time: the phone will be confiscated, stored in the office, parents informed and expectations discussed; it may be returned at the end of the day if needed for the journey home.
- Repeated breaches may lead to a meeting with senior staff, withdrawal of permission to bring a phone, further sanctions in line with the Behaviour Policy, and in serious cases internal or fixed-term exclusion.

Recording, online behaviour and safeguarding

- Taking photos, videos or audio recordings of any pupil, staff member or visitor without consent is a serious safeguarding breach.
- Such incidents will lead to immediate confiscation, parent contact, review and deletion of recordings by a senior member of staff (where safe), behaviour sanctions and, if necessary, involvement of the Designated Safeguarding Lead and external agencies such as police or children's social care.
- Any concerns about online bullying, harmful content or unsafe contact will be treated as safeguarding concerns and handled through the school's safeguarding procedures.

Exceptions for medical or additional needs

- In rare cases, pupils may need a phone for medical reasons (for example, to link with a medical device or health app) or as a reasonable adjustment under the Equality Act 2010.
- Parents must provide evidence and meet with the Headteacher or SENDCO; if agreed, an individual plan will set out when and how the phone can be used, how it is stored at other times, and how it will be reviewed.
- These arrangements are not blanket exemptions; misuse of a phone under an agreed plan will still lead to sanctions.

Working together

- The school will teach pupils about safe and responsible use of technology, digital citizenship and why Abbey is a phone-free learning environment.
- Parents are encouraged to talk with their child about this policy, reinforce that phones (where permitted) are for emergencies only, and support children with safe and respectful online behaviour at home.