



Mobile Phone Policy

January 2026

Mobile Phones, Parents & Visitors

Mobile phones should not be used by parents or visitors when they are on the school premises. They can be kept upon their person but on silent.

If a visitor needs to be contacted during their time at our school, we suggest they pass on the school's contact details to their company, child's school etc. so that they can then be contacted via the school landline in an emergency.

During a public event e.g. a Christmas performance or class assembly, parents and carers will be asked to leave their phones on silent in their pocket.

They must not take any photographs or videos.

Opportunity will be given at the end of such performances to take photographs of their own child.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

Mobile Phones & Pupils

Mobile Phones are not to be used or brought into school by children. The only exception to this, is a) when a child walks to and from school unaccompanied, b) a child is being dropped off by one household and going to another after school and needs their phone & c) due to a medical condition. In the cases of a & b, the mobile phone must be turned off and handed to the class teacher on arrival. Children should not have the mobile phone on their person during school time. In the case of c) a phone being required due to a medical condition e.g. diabetes monitoring, the phone should be given to the member of staff responsible for care on arrival.

Any form of misuse of a mobile phone will be dealt with in line with the behaviour policy with the response being proportionate to the severity of the misuse.

Where it is deemed necessary to examine the contents of a mobile phone, this will be done by a senior member of staff and witnessed by a second member of staff.

The school accepts no responsibility for mobile phones – this includes but is not limited to those that are lost, damaged or stolen on school premises or while pupils are travelling to and from school.

Mobile Phones & Staff

Staff are not permitted to use their mobile devices while children are present.

Phones must be left in the staff room or school office and not kept in the classroom when children are present.

In circumstances where immediate contact is needed, staff should let family/child's school or similar know to call the school office as personal phones will not be in use during the school day unless during a break etc.

Special arrangements can be made for phones to be left in the school office and answered by office staff if deemed necessary. Office staff can then call through to the classroom to ask staff to come to the school office / staff room to take the call.

Agreed by LAB January 2026