Mobile Phone Policy

Reviewed Nov 2026

Next review Nov 2027

1. Purpose

This policy sets out how mobile phones and similar devices are managed at Shenley Primary School. It aims to:

- Create a calm, safe and distraction-free environment.
- Protect pupils from risks associated with mobile phone use, including online bullying and peer pressure.
- Support staff in consistently enforcing expectations.
- Provide clarity for parents and carers.

2. Scope

This policy applies to all pupils, staff, parents, and visitors during the school day, including lessons, breaktimes and lunchtimes.

3. Policy Statement

- Pupils are **not permitted to use mobile phones or smart devices** during the school day.
- Mobile phones should **not be brought onto school premises** unless agreed in exceptional circumstances (see Section 4 & 8).
- Staff should avoid using personal mobile phones in front of pupils during the school day.
- Parents should refrain from using their mobile phone whilst on school grounds unless with prior authorisation from the Headteacher for example during a school production.
- Visitors/Professionals should refrain from using their mobile phone whilst on school grounds unless in the staffroom or after prior authorisation from the Headteacher.
- Parents and carers should contact the school office if they need to reach their child during the school day.

4. Implementation Options

To ensure clarity and consistency, the school adopts the following approach:

- **No mobile phones on site**: Pupils (other than Y6) should leave mobile phones at home.
- Only Y6 pupils are permitted to bring a mobile phone into school. Mobile phones are handed in on arrival: on entry to the school, each Year 6 pupil hands in their device to school staff (if they have one) and these are then collected at the end of the school day.
- Mobile phones kept in secure location (school office), which the pupil does not access throughout the school day. They are provided at the end of the school day.

5. Communication

- This policy will be shared with staff, pupils, and parents at the start of each academic year.
- It will be published on the school website and reinforced through assemblies, newsletters, and parent meetings.

6. Role of Staff

- All staff are expected to enforce this policy consistently.
- Staff may confiscate mobile phones if they are seen, heard, or used during the school day.
- Confiscated phones will be stored securely and parents will be asked to collect the phone from the office at the end of the school day.

7. Role of Pupils

- Pupils must follow the school's expectations and understand the risks of mobile phone use.
- Pupils will be taught about online safety and the benefits of a mobile phone-free environment.

8. Adaptations and Reasonable Adjustments

- Pupils with medical needs (e.g., diabetes monitoring) may use mobile phones where necessary, in line with the school's medical needs policy.

9. Sanctions

- Breaches of this policy will result in confiscation and may lead to further sanctions in line with our school behaviour policy.

10. Outside the School Day

- Mobile phones are not permitted on school trips, residentials, or after-school activities.

11. Review

This policy will be reviewed annually, or sooner if required by updated guidance.