

St Mary's Church of England School



Learn. Grow. Achieve. Flourish.

Mobile Telephone Policy

POLICY: Non-Curriculum & School Policy

APPROVED BY: Headteacher

APPROVED DATE: January 2026

REVIEW DATE: January 2027

This policy is: non-statutory

This policy is reviewed: annually

Our School Vision

St Mary's school vision is to embrace a Christian like way of living, learning and teaching.

As a Church of England primary school, we value and are ambitious for all children and are committed to providing a positive, happy, safe and stimulating environment for them to enjoy and excel in their learning; grow in confidence, resilience and independence; achieve their full potential and flourish as individuals.

'I instruct you in the way of wisdom and lead you along straight paths' (Proverbs 4:11)

Contents Page

Section	Page Number
Introduction	3
Principles	3
Guidance - Pupils	3
Guidance - Staff	3
Guidance - Parents	4
Equal Opportunities	4
Appendix 1: Mobile Phone – Parent/Carer Agreement	5
Appendix 2: Mobile Phone Agreement (Medical)	7

Introduction

Mobile phones are an integral part of the everyday lives for adults and, increasingly, children. They are seen as everyday equipment that all people carry and have come to rely upon.

While the Governing Body of St Mary's CE Primary School accept and recognise this, it will not tolerate any interruptions or intrusions brought about by having such items on the school site. Nor will it accept any responsibility for the damage or loss of mobile phones brought on to the school site by either volunteers, governors, parents, visitors, staff or pupils.

Principles

It is undeniable that there are many benefits to having mobile phones available for use by staff or pupils. The greatest of these being the ability to be in constant and immediate contact with family, friends, etc. However, there are many negative aspects to allowing mobile phones on the school premises. Some of these might include:

- Temptation for theft.
- Intrusion of privacy through the unsolicited use of cameras and videos.
- Time wastage if phones are lost, broken or stolen.
- Expense to staff/parents if mobile phones are lost, broken or stolen.
- Intrusion of privacy where personal details are stolen.
- Distraction from the paid role and responsibilities employed or the learning time.

As a school, these have been considered and the Governing Body accepts that, mobile phones will come into school but should not be used during school time by either staff, visitors or pupils to provide any intrusion in working/teaching time at all.

Guidance – Pupils

This guidance is aimed at ensuring that mobile phones are available when needed by the children but do not present a nuisance to learning. They should not present a threat to the personal safety or privacy of pupils or staff. Mobile phones may only be brought onto school property at the agreement of the Headteacher. An agreement must be signed by both parents and pupils that they understand the school's expectations and will not tolerate breaches. (Appendix 1).

Mobile phones may only be brought into school for legitimate reasons – *such as KS2 pupils who walk home alone or those who require it for medical support such as diabetes.*

- Each day, **mobile phones must be handed in to the class teacher/teaching assistant to be locked away. The phone must be switched OFF (not left on silent).**
- Mobile phones may be switched back on as pupils **leave the school grounds** – then placed into a pocket or bag.
- Children attending an **after-school club or tuition** must keep their **phones switched off** and hand them to the adult taking the club or tuition. They can be collected at the end of the session.

The taking of photographs or videos on phones is **NOT** permitted by children or staff as this may present a Data Protection breach if these images are uploaded onto social networking sites.

- Mobile phones should NOT be left in bags or coat pockets. If they are lost/stolen/broken, the school takes no responsibility and is not liable for the return or replacement of the phone; the parent/child is responsible.
- Curriculum time will NOT be spent investigating matters pertaining to the loss or damage of phones as this should not happen within the school day if children follow the expected procedures.
- If a pupil has a mobile phone in school without permission, it will be confiscated and returned to the parents at the end of the day or when the parents come to school to collect it.
- The school will contact the community police officer and parents if pupils are discovered to be using their phones to send inappropriate messages to other pupils.

Guidance – Staff

This guidance is aimed at ensuring that use of mobile phones is seen as fair by parents, children and staff alike. It is also aimed at ensuring professionalism at all times.

- Use of mobile phones is NOT permitted during working time – either to make/receive calls or to send

texts; this can be done at break or lunch times only.

- Mobile phones should be hidden during work time and not left in view of either pupils or parents.
- Other than in agreed exceptional circumstances by the Deputy or Headteacher, mobile phones should be either switched off or put to *silent* during working hours.
- It is preferable and recommended mobile phones are stored in a cupboard to avoid temptation to use or check it during working hours.
- Mobile phones should not be used in any area where children are present.
- It is preferred that phone calls are not made/taken in communal staff areas, e.g. staffroom/office/classroom/hall.
- Staff accept that mobile phones brought on to school property are their responsibility at all times.
- During visits or when engaged in activities, personal mobile phones should not be used for imagery as the school provides cameras.
- Staff accept that failure to comply with this policy can lead to disciplinary procedures.

Guidance – Parents

- We request that parents consider their use of mobile phones whilst on the school property. Inside school we ask that parents do not use their phone whilst standing at the school office or in front foyer as this is distracting for other school users. We also request that parents do not use their mobile phones on the school playgrounds, there is visible signage to this effect.
- During assemblies/performances we recognise that most parents use their phones to record video footage of the production or take photos on their mobile phones. This is allowed but parents must be aware that staff will ask that these images are not used publicly on any social networking sites and that they must remain personal to their own immediate family and friends.
- No images of other children, apart from their own child/ren, must be used on any social networking sites; a verbal reminder will be given at all public performances. Likewise, all phones must be switched to silent during performances so that incoming messages/calls do not distract the children performing.

Equal Opportunities

This policy applies to all and does not unlawfully discriminate because of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.

Last reviewed: December 2025

APPENDIX 1: Mobile Phone – Parent/Carer Agreement

St Mary's Church of England Primary School



Yew Tree Road, Slough, SL1 2AR

Telephone (01753) 534791

Email: officestaff@stmarys.slough.sch.uk

Website: www.stmarys.slough.sch.uk

Headteacher: Mrs. S Khan BSC (Hons) Biotechnology, NPQH

Dear Parents/Carers,

I would like to draw to your attention the school's expectations for children bringing mobile phones onto the school premises as set out in the 'Mobile Phone Policy' which is available on the school website.

- Mobile phones may only be brought into school for legitimate reasons – such as KS2 pupils who walk home alone.
- Each day, mobile phones must be handed to the class teacher/teaching assistant to be locked away. The phone must be switched OFF (not left on silent).
- Mobile phones may be switched back on once pupils leave the **school grounds** – then placed into a pocket or bag.
- Mobile phones must not access school WIFI.
- Children attending an after-school club or tuition must keep their phones switched off and hand them to the adult taking the club or tuition.
- The taking of photographs or videos on phones is NOT permitted by children or staff as this may present a Data Protection breach if these images are then uploaded onto social networking sites.
- Mobile phones should NOT be left in bags or coat pockets. If they are lost/stolen/broken, the school takes no responsibility and is not liable for the return or replacement of the phone; the parent/child is responsible.
- Curriculum time will NOT be spent investigating matters pertaining to the loss or damage of phones as this should not happen within the school day if children follow the expected procedures.
- If a pupil has a mobile phone in school without permission, it will be confiscated and returned to the parents at the end of the day or when the parents come to school to collect it.
- The school will contact the community police officer and parents if pupils are discovered to be using their phones to send inappropriate messages to other pupils.

If you are happy to accept these conditions for having a mobile phone on the school premises, then please complete the form attached and ask your child to hand this to the class teacher. Any pupil who has a phone in school without the required permission will immediately have their property searched and their phone confiscated. (Searching, screening and confiscation advice – DfE, January 2018).

Yours faithfully,

Mrs. S. Khan
Head Teacher

Mobile Phone – Parent / Carer Agreement

I hereby give permission for my child to bring a mobile phone into school and agree with all the principles set out in the Mobile Phone Policy 2026.

Name of child: _____ Year _____

Class: _____

Make and model of mobile phone: _____

Name of adult completing this form: _____

Signature of named adult: _____

Date: _____ / _____ / _____

APPENDIX 2: Mobile Phone Agreement (Medical)

St Mary's CE Primary School



Learn. Grow. Achieve. Inspire.

Mobile Phone Agreement for Medical Use

If your child has a medical need and requires their mobile phone throughout the school day, please speak to our school SENDCo or our office staff member responsible for medical needs.

Name of child: _____ Class: _____

- ✓ I allow my child to bring their mobile phone to school.
- ✓ I accept the mobile phone will be handed to the class teacher on arrival at the classroom.
- ✓ I accept that my child will hand their phone in to the adult leading a club or tuition after school.
- ✓ I accept that the mobile phone will only be used for medical purposes whilst my child is on school property.
- ✓ I accept that the mobile phone will not be connected to the school WIFI.
- ✓ I have told my child how to use their phone sensibly and understand the action the school will take if it is discovered they are using it to bully others.
- ✓ The school will contact the community police officer and parents if pupils are discovered to be using their phones to send inappropriate messages to other pupils.

Signed: _____ (parent/carer) Date: _____