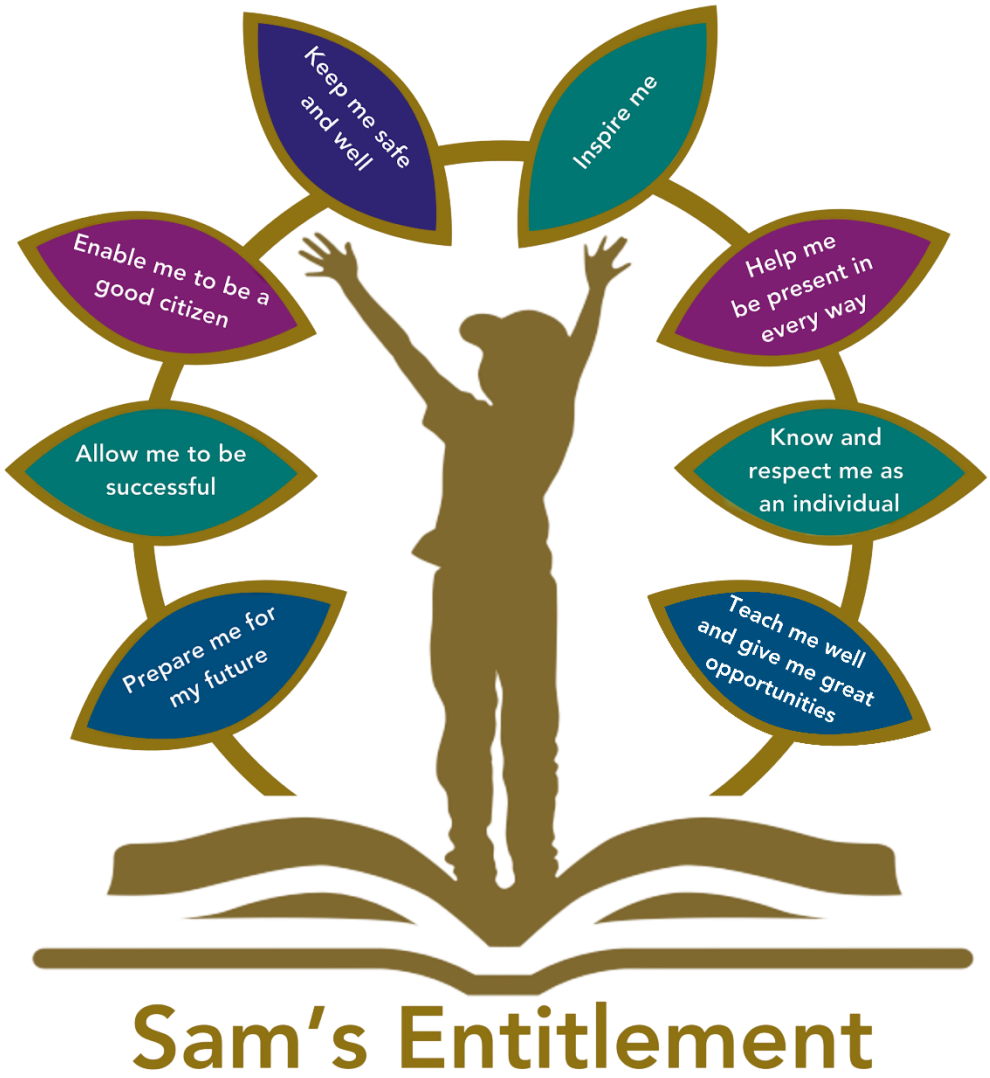
# Gatcombe Park Mobile Phone Policy

| | | | | |
|---|---|---|---|---|
| Reviewed on | July 2026 | Review frequency | Bi annually | |
| Next review due | July 2028 | Template Yes / No | Yes | |
| Owner | Gatcombe | Approved by | Trust | |

## History of Policy Changes

| Date | Page | Change | Origin of Change |
|---|---|---|---|
| | | | |

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## Introduction

Hamwic Education Trust (HET) believe that all pupils should receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors to a diverse array of opportunities as well as that all pupils and adults within HET flourish as individuals and together. This policy sets out the expectations for pupils regarding mobile phones in Gatcombe Park Primary school.

## 1. Scope

This policy is specifically for parents and children at Gatcombe Park school.

Separate mobile phone expectations are written for HET staff in the Acceptable use of IT policy and the Employee Handbook (item 7 section 1).
This policy covers all parts of the school day, including social times.

## 2. Definitions

- Mobile phone includes telephones, tablets and other communication devices (such as smartwatches) that allow for sending and receiving messages or notifications, recording or videoing.
- DfE refers to the Department for Education
- Governors refers to the local governing committee for this school
- Pupils refers to all children on roll at Gatcombe Park Primary school

## 3. Responsibilities

- It is the Headteacher's and Local Governors' responsibility to ensure this policy remains up to date with DfE expectations.
- It is the parents'/carers' responsibility to ensure that children follow the expectations of this policy.
- It is responsibility of all school staff (including those who are contracted by agencies) to ensure this policy is enacted accurately and consistently
- It is the pupils' responsibility to comply with expectations and behaviours in this policy

## 4. Main Body: Use of mobile phones by pupils

The DfE expect that all schools should be mobile-free environments for pupils. This is to ensure that interruptions to learning are minimised and that behaviour is not adversely affected by the access to a range of media and communication supported by mobile phones.

In line with DfE guidance, our expectations are that mobile phones should not be brought to school. If a staff member sees a pupil with a mobile phone or hears a mobile phone ringing in a child's bag, it will be removed and taken to the main school office where it can be collected by a parent. A phone will not be returned directly to the pupil. Any sanction will be issued to the pupil in line with the school behaviour policy.

We recognise that some older pupils travel to and from school alone, and parents require children to carry a mobile phone as part of keeping them safe.

As a smartphone-free school, we ask that if your child needs a phone for travelling to and from school, it should be a simple 'brick' phone rather than a smartphone.

In our school we believe children up to year 4 should be travelling to school with an adult. Therefore, the exception below refers to pupils in years 5 and 6.

- Parents must submit a request form (attached to this policy) annually should they wish their child to bring a phone to school. Pupils must hand their phone to the school office at the beginning of the day and collect it at the end of the day. They will sign their phone in and out. They must not take their phone anywhere else in the building.
- Phones handed in will be switched off, not simply put into a silent mode
- Pupils must adhere to the Code of Conduct/Acceptable use of phone agreement for pupils (set out in Appendix 1)
- Pupils must secure their phones using passwords/codes to protect against the phone's functions. Phones should be labelled or demarcated in some way to make them easily identifiable.

Where pupils do not follow the policy as set out above, the behaviour policy will be applied in addition to removing the phone.

Headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item as set out in legislation (Education Act, 2006) or any item identified in the school rules as an item that may be searched for. This applies to mobile phones as stated in our behaviour policy. Staff should refer to the government guidance on searching, screening and confiscation in schools guidance regarding searching a pupil.

## 5. Contacting your child in the school day

We recognise that there are times when a parent wishes to contact a pupil for an urgent reason in the school day. The office will prioritise urgent messages to children ensuring these are delivered verbally and/or in writing (for older pupils) where appropriate.

## 6. Exceptions to the policy

There will be exceptional occasions where a pupil might require their phone, for example due to monitoring a diagnosed medical condition. In these situations, the parent should contact the Headteacher so that an appropriate plan can be put in place.

## Residential visits and school trips

The above policy applies to all school day visits.

The above policy also applies for Residential visits.

## 7. Monitoring & Review

This policy will be reviewed biannually by Governors and the Headteacher of Gatcombe Park Primary School. Where updates from government are provide ahead of a review date, the policy will be updated accordingly.

## 8. Link to other HET policies and government guidance

Acceptable use of IT policy – Employees. 2025-2025 (HET)
Acceptable use of IT policy – Pupils. 2025-2025 (HET)
Behaviour Policy (school)
Education and Inspections Act 2006, Section 89
Employee Handbook 2025- 2026 (HET)
Equalities policy 2024-2024 (HET)
First Aid and Medical Conditions Policy 2025-2026 (HET)
Mobile phones in Schools – DfE guidance Feb 2026 Mobile phones in schools - GOV.UK
Searching, Screening and Confiscation DFE July 2022

## 9. Appendices

Appendix 1: Code of Conduct/Acceptable use of mobile phone agreement for pupils

Appendix 2: Parental agreement template

**Appendix 1: Code of Conduct/Acceptable use of mobile phone agreement for pupils**

You must agree to follow the school rules if you bring your mobile phone to school:

1. Only pupils in Years 5 and 6 are permitted to bring mobile phones to school if they are travelling to or from school by themselves.
2. Phones must be switched off (not just put on 'silent').
3. You must hand your phone into the school office as soon as you arrive on the school premises.
4. You may not use your mobile phone on the school premises. This is to protect the privacy and welfare of other pupils.
5. You must not take photos or recordings (either video or audio) of school staff or other pupils in their school uniform for any purposes.
6. Avoid sharing your contact details with people you don't know, and do not share other people's contact details without their consent.
7. Do not share your phone's passwords or access codes with anyone else.
8. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
   - Email
   - Text/messaging app
   - Social media
9. Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.
11. Do not use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
12. You must comply with a request by a member of staff to switch off or hand over a phone. Refusal to do this is a breach of the school's behaviour policy.

## Appendix 2: Permission form allowing a pupil to bring their phone to school

Please only hand this permission slip in at the school office.

| PUPIL DETAILS | |
|---|---|
| Pupil name | |
| Year group | |
| Class | |
| Parents/Carers name(s) | |

The school has agreed to allow pupils in Year 5 and 6 to bring their mobile phone to school because they travel to or from school by themselves.

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct/acceptable use agreement.

The school reserves the right revoke permission if pupils do not abide by the policy.

Parent signature: _____ Date: _____

Pupil signature: _____