



Pupil Mobile Phone Policy

**We belong, show kindness, give hope and feel proud.
(Good Samaritan – Luke 10 v 25-37)**

Written by: Assistant Headteacher

Ratified by:

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Review Date: September 2027



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1. Aims

The Department for Education expects schools to be mobile-phone-free environments by default. At Oak, we aim to remove the distraction and disruption that mobile phones can cause, whilst ensuring that pupils who need a phone for their journey to and from school can carry one safely. This is aligned with our school rules to be ready, respectful and safe.

This policy:

- Ensures that mobile phones do not distract from pupils' learning, relationships or wider school life
- Promotes a safe, calm and purposeful learning environment where pupils can learn successfully
- Provides clear expectations for pupils, parents/carers and staff regarding the safe use and storage of mobile phones
- Supports pupils who need to carry a mobile phone for their journey to and from school

2. Parent/carers responsibilities

Parents/carers will:

- Ensure that pupils who bring a mobile phone to school have a clear understanding of these expectations



- Ensure that the phone is switched off before it is handed in at the school door
- Understand that phones are brought to school at the pupil's own risk
- Contact the school office if they need to communicate with their child during the school day
- Acknowledge that if pupils fail to adhere to this policy, they may no longer be permitted to bring their phone to school
- Refrain from using their own mobile phone inside the school building

3. School responsibilities

The school will:

- Provide a clear and consistent process for pupils to hand in their mobile phones at the school door
- Ensure phones are taken to the school office by a member of staff and securely locked away for the school day
- Return phones to pupils when they have left the building and are preparing to leave the school site
- Contact parents/carers if there are concerns about a pupil's use or handling of a mobile phone

4. Pupil responsibilities

Pupils will:

- Switch off their mobile phone before handing it in at the school door
- Hand their phone directly to the member of staff at the school door on arrival
- Not use or attempt to access their phone during the school day
- Collect their phone from the designated member of staff when they have left the building and are preparing to leave the school site
- Take responsibility for following these expectations and treating their phone and the school's procedures with care

5. Review

This policy will be reviewed every year by assistant headteacher and headteacher.

At every review, the policy will be shared with the full governing board.



6. Links with other policies

This policy links with the following policies and procedures:

- Safeguarding policy
- Acceptable Use policy

