



**Pilgrim
Academy**

Pupil Mobile Phone Policy

Date reviewed:	September 2026	
Approved by:	Principal	September 2026
Next review due by:	As desired	

For Office Use Only:

Policy Version: 2.0

To make changes to this policy, please
email admin@lincolnshiregateway.co.uk.



Lincolnshire Gateway
Academies Trust

Aims and Purposes

At Pilgrim Academy we do not allow our pupils to bring a mobile phone onto the school site. For the purposes of this policy, mobile phone refers to any device that allows photographs, calls, access to the internet such as smart watches etc. However, we recognise that for a few pupils in Key Stage 2 (Year 4 and above), mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school.

Our expectation is that in all other year groups pupils will be dropped off and collected by an adult or responsible person. If a pupil needs to contact his/her parents/carers, they will be allowed to use a school phone. If parents need to contact children urgently, they should phone the school office and a message will be relayed promptly.

Under no circumstances will pupils be allowed to take mobile phones on school excursions.

Procedures

In the event that your Year 4, 5 or 6 pupil requires a mobile phone because they walk to/from school alone, parents will need to complete the permission form (Appendix 1) and hand this in to the office. Where parents/carers have indicated that their child needs to bring a phone, they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

Pupils

Where a pupil has permission to bring a mobile phone to school, the phone must be switched off as soon as they enter the school site and remain switched off. It should be given to a member of staff on the playground or at the door upon arrival at school and can be collected at the end of the school day (3:30pm). If a child is attending an after school club, the phone will be passed to the member of staff leading the club who will return it to the child upon collection.

Under no circumstances should phones be left in pupils' bags or coats.

Inappropriate use of a mobile phone

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the senior leadership team (SLT) should be involved from the outset. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been deleted.

The parent/carer will be contacted by a member of the SLT. If this is not possible, then a letter will be sent notifying them of the seriousness of this action. In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device will be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.

Sanctions

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school.

On the first infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A message will also be sent to the parent/carer to inform them of the incident.

On the second infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of SLT. The incident will be recorded and they will have a phone ban for a week.

On the third infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present.

After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.

APPENDIX A

Mobile Phone Agreement

Child's Name:

Class:

Mobile Phone Number:

Reason for phone being in school:

I hereby give permission for

_____ (child's name) to bring the above-mentioned phone/smart watch into school. I acknowledge that if he/she does not hand it in and/or uses the phone/smart watch inappropriately for calls, photographs, internet etc. the school will confiscate the phone accordingly. The phone will be returned only to the parent/carer at the end of the school day or the following school day.

I have read and understand the pupil mobile phone policy

Name: _____
(parent/carer)

Signed: _____ Date: _____