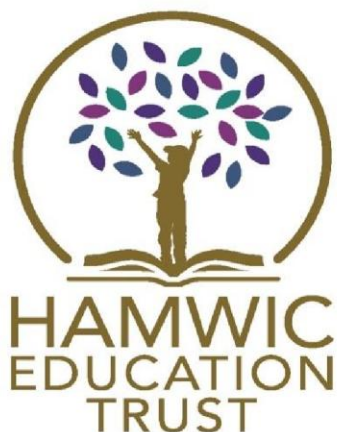




Thornhill Primary School

Mobile Phone Policy



Prepared By: Mrs Clair

Approved By: HAMWIC Education Trust

Date: November 2025

Start Date: May 2024

Review Date: Autumn Term 2026

Purpose and Intent

The purpose and intent of this policy is the same as our Behaviour Policy; to create and embed a safe and happy environment where everyone feels respected and can learn.

In line with governmental policy, Thornhill Primary School prohibits pupils' use of mobile phones and other smart technology with similar functionality throughout the school day. This includes all times within the school building, and when outside at break times and lunchtimes.

Mobile Phone Pass Application

We understand that some children will need to bring mobile phones onto school site for a variety of reasons. As such, we have put in place the following procedure:

- Parents/carers are asked to contact the school office to request a mobile phone pass. In this communication, parents are asked to state the reason why their child needs to have their phone on school site (i.e. they are walking home alone). Mobile phone passes will only be provided to pupils in Year 5 or 6 as children in younger years should not be walking home from school alone.
- All requests for mobile phone passes will be shared with the Headteacher who will consider whether the mobile phone pass is needed. Mobile phone pass requests can be refused if the child is being collected by a parent on site at the end of the school day as there would be no need for a phone to be in school.
- Following the awarding of a mobile phone pass, the child is responsible for ensuring that they adhere to the following mobile phone pass protocol. Refusing to follow the mobile phone pass protocol could result in the pass being rescinded.

Mobile Phone Pass Protocol

- At the start of the school day, mobile phones are to be brought directly to the office via the shortest route. This is to minimise time in school that mobile phones could be used. We ask that children take their phone to the office via the Year 4 entrance to school, or via the hall doors if attending breakfast club.
- The office team will collect all phones and store them for the day. Phones should be turned off to avoid disruption to the office environment.
- All phones will stay in the office during the school day. Access to mobile phones will only be given to children in specific situations under the direct supervision of a member of the office staff or senior leadership team.
- Phone can be collected from the school office at the end of the school day.

Failure or refusal to follow this mobile phone procedure could result in the mobile phone pass being rescinded.