

St. George's Catholic Primary School

'Achieve, Believe, Care.'

Mobile Phone Use Policy

1. Mission Statement:

At St George's Catholic Primary School, we welcome everyone as a member of God's family. With Jesus in our hearts, we pray together, we work together, we show respect for each other and the world around us. We love God, ourselves and one another.

2. Aims:

- Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen.
- However, we recognise that in Years Five & Six mobile phones may have a part to play in securing pupils' personal safety on journeys to and from school. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phone and other digital devices by pupils.
- Our expectation is that in all other year groups pupils will be collected by an adult or responsible person.
- If a pupil needs to contact his/her parents/guardians a staff member will do this using a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

3. PROCEDURES

Parents of Years Five & Six pupils will need to complete the permission form (Appendix A). With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to school 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.

4. Pupils

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports). Pupils are not allowed to take mobile phones on school excursions.

Phones should be given to class teacher/breakfast club supervisor on arrival at school and will be returned at the end of the school day (3.15 pm) or when their afterschool club has finished. Under no circumstances should there be access to phones during the school day or be left in pupils' bags or coats.

5. 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 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/guardian will be contacted by a member of the SLT.

6. Staff and Governors

All mobile phones must be turned off or on silent when in the vicinity of pupils and never on show. Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school iPad. This would also apply to those attending sports events, etc.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable. Staff may use their phone in the staffroom in their break. In cases of emergency, staff should seek permission from a member of the Senior Leadership Team.

The above applies to all aspects of the school, including out of hours provision (e.g. Breakfast and After School Club and clubs run by staff and outside providers).

7. 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 would 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 letter will also be sent to the parent/carer to inform them of the incident.

On the second infringement the mobile phone would 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 the management team. The incident will be recorded.

On the third infringement the mobile phone would 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.

8. Parents and Visitors

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs. Notwithstanding this, we accept that there may be some parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events.

Appendix A



ST GEORGE'S CATHOLIC PRIMARY SCHOOL

MOBILE PHONE PERMISSION SLIP 2023-2024

Name of child _____

Class _____

I give permission for my child to bring a mobile phone into school for the purposes of health and safety as they **journey to and from school**.

I agree that the phone will not be used for any circumstances during the school day and is not to be used to take photographs of staff or pupils at school.

I agree that my child will give their phone to the class teacher on arrival at school and this will be given out at the end of the school day.

I understand that the school accepts no responsibility for any loss or damage whilst the device is on school premises.

Signed Parent/guardian _____ Date: _____