



## Pupils Mobile Phone Protocol

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- Mobile phones should not be brought to school on the grounds that they are valuable and may be lost or stolen.
- We fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision. If a child needs to bring a phone into school for this reason the permission slip attached to this policy must be completed by the parent. Please refer to the Policy on Safeguarding Children walking to and from school alone and note that pupils in year 4 and below should not walk alone.
- The phone must be turned off and handed in to the class teacher at the start of the day and collected at the end of the day. Phones should be clearly named to avoid any confusion.
- Where a pupil is found by a member of staff to be using a mobile phone or have an unapproved mobile phone in school, the phone will be confiscated from the pupil and handed to the class teacher. The teachers will label the phone with the child's name and hold it until the end of the day when the pupil must ask for it to be returned. A communication will be sent to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.
- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour Policy.
- Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.
- Parents are advised that Little Paxton Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.
- *Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.*

This policy will be monitored and reviewed as required but at least every two years.

Dear Parent/Carer

In accordance with our mobile phone policy if your child needs to bring in a mobile phone to school please could you sign the form below to give your permission for your child to do this and remind them of our school policy.



- Your child needs to hand in their phone to their class teacher first thing in the morning.
- The school bears no responsibility for the loss or damage to a mobile phone brought into school.
- Your child's phone should be appropriately named so that it can be returned.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely

Mrs N Moore  
Head Teacher

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**MOBILE PHONE PARENTAL CONSENT**

I/we give permission for our child (name) .....

in year ..... and class..... to bring their mobile phone into school.

Our child needs to bring their mobile phone to school because they walk home  
unaccompanied Yes / No

Our child needs to bring their mobile phone to school for an alternative reason, please give  
details

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We understand and agree that Little Paxton Primary School accepts no liability for the loss  
or damage to phones which are brought to school by pupils.

We have read the policy and understand its implications

Signed ..... Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.