	Policy Name		Date Adopted:
	Mobile Phone Policy		Spring 2026 **By whom:** Headteacher
Date for review:	**Applicable to:**	**Staff member:**	**Governor committee responsible:**
Spring 2028	Whole school	Mark Szortowski	N/A

1. Purpose of this Policy

This policy sets out the school's approach to mobile phones and similar smart devices. Its aim is to:

- Maintain a calm, safe and focused learning environment
- Reduce distractions and disruption
- Safeguard pupils and staff
- Support positive behaviour and wellbeing

This guidance should be read alongside the school's Behaviour Policy, Safeguarding Policy, and Online Safety Policy.

For the purpose of this policy, the term *mobile phone* includes smartphones and any device with similar functionality (e.g. smartwatches or devices able to send/receive messages, access the internet, or record audio/video).

The term *parent* includes carers and anyone with parental responsibility.

2. Core Principle

Bridgetown is a mobile phone-free school during the school day.

Pupils are not permitted to access or use mobile phones:

- During lessons
- Between lessons
- At breaktimes
- At lunchtime
- Anywhere on the school site during the school day

Anything other than this is by exception only.

3. Bringing Phones to School (Year 5 & 6 Only)

We recognise that some older pupils travel to and from school independently.

Year 5 and Year 6 pupils may bring a mobile phone to school only if they journey to and from school without an adult.

In these cases:

- Phones must be switched off before entering the school grounds.
- As soon as pupils arrive in the classroom, phones must be handed directly to the Class Teacher.
- Phones will be stored securely by the Class Teacher for the duration of the school day.
- Phones will be returned to pupils at the end of the school day.

Phones must remain in school bags at all times before hand-in. Pupils must not use their phone on the playground or anywhere on the school site.

Younger pupils (EYFS–Year 4) should not bring mobile phones to school unless agreed in exceptional circumstances with the Headteacher.

4. Use of Other Devices

This policy also applies to smart devices with similar communication or recording functions (e.g. smartwatches with messaging or camera capability).

Devices brought for medical or accessibility reasons are treated as exceptions.

5. Communication During the School Day

If parents need to contact their child during the school day, they must do so via the school office. Messages will be passed on where appropriate.

Pupils must not contact parents directly from personal devices during the school day.

6. Expectations for Pupils

Pupils are expected to:

- Follow staff instructions about handing in phones promptly
- Keep phones switched off on school grounds

- Not attempt to access phones during the day
- Respect the school's decision to maintain a phone-free learning environment

Pupils will be reminded regularly about:

- Online safety
- Risks linked to mobile phone use (distraction, bullying, misuse of images, etc.)
- The benefits of a phone-free school day

7. Role of Staff

All staff will consistently enforce this policy.

Staff will not use personal mobile phones for personal reasons in front of pupils during the school day, except where professionally required.

8. Breaches of the Policy and Sanctions

If a pupil is found using a phone, or a phone is seen/heard during the school day:

- The phone will be confiscated by staff.
- It may be kept in the school office until the end of the day.
- Repeated breaches may result in parents being required to collect the phone from school and further behaviour sanctions in line with the Behaviour Policy.

Confiscation will be proportionate and consider age, SEND and individual circumstances.

If a device contains material that raises safeguarding concerns, staff will follow the school's safeguarding procedures and inform the Designated Safeguarding Lead.

9. Adaptations and Reasonable Adjustments

The school will make reasonable adjustments where required, including for:

- Pupils with disabilities or medical conditions (e.g. diabetes monitoring apps)
- Other exceptional circumstances agreed with the Headteacher

In such cases, phone use will be limited to specific purposes, times and locations.

10. Trips and Visits

Mobile phone use on school trips is prohibited to ensure pupils' safety and engagement.

11. Monitoring and Review

This policy will be reviewed every 2 years to ensure it continues to support pupil safety, learning and wellbeing.