

**ST FRANCIS OF ASSISI CATHOLIC  
PRIMARY SCHOOL**



*Rooted in faith*

*Growing in love*

*Learning for life*

**Mobile Phone Policy**

## **Introduction**

In St Francis of Assisi Catholic Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

## **Related policies**

- ❖ Child Protection policy
- ❖ Online Safety Policy
- ❖ Staff Code of Conduct
- ❖ Acceptable Use Policy

## **Use of mobile phones**

### **Pupils:**

- As a rule, pupils are not permitted to have mobile phones at school or on trips.

### **Year 5 and Year 6 Children only**

- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
  - the parent must put their request in writing to the Headteacher
  - the phone must be handed in , switched off, to the secretary's office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
  - the parent must sign a mobile phone contract. See at end of this document.
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

### **Staff:**

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket, cupboard) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data. The school mobile phone is the only phone which should be used to take any photos.

- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.
- In the event of an unplanned school closure (ie. snow closure or a heating failure) ParentMail will be used to send each family a text message informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*

**Parents & other visitors:**

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones should not be used to take photographs in the school building or grounds, with the exception of class assemblies, sports days and productions. In this instance any photos must not be shared on any social media platform if they include other children.

**We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.**

**Reviewed June 2025**

**Next Review July 2027**



**PERMISSION TO BRING A MOBILE PHONE TO SCHOOL**

To: Mrs Winton, Headteacher, St. Francis of Assisi Catholic Primary School

**Pupils's Name:**..... **Class:**.....

I confirm that I wish to apply for permission for my child to bring his/her mobile phone to school. The phone is required for the following reasons:

Please note that although 'phones will be kept in the school office during the school day', bringing them into school is done so at your own risk.

**Signed:**..... **Date:**.....

---

\*To be completed and returned by Headteacher

**To :**

**PERMISSION TO BRING A MOBILE PHONE TO SCHOOL**

I confirm that permission has/has not been granted for your child

**Name:**..... **Class:**.....

To bring their mobile phone into school. Please note that any mobile phone is brought into school at the owner's risk and it must be handed in at the respective Group Rooms and collected at the end of the day.

The Phone must be labelled and switched off.

Signed: ..... Date: .....