



Happy in His  
loving care



## St Augustine Webster Catholic Voluntary Academy

### Pupil Mobile Phone Policy

<b>Date agreed by governors:</b>	<b>May 2023</b>
<b>To be reviewed:</b>	<b>May 2025</b>
<b>Policy Holder</b>	<b>Head teacher</b>

#### Mission Statement Links

Developing an awareness of God's love and presence in our lives	Meeting the emotional needs of all to grow and become valued members of society
Developing a positive set of attitudes, values and beliefs allowing us all to make sound and moral judgements in the light of personal commitment to the Lord, Jesus Christ	Providing high quality learning experiences and achieve high standards in all we do
Fostering caring relationships with the school community supporting our links with home and parish	Providing a stimulating and well cared for environment for all
Aiming to always do our very best	Valuing and celebrating everyone's work and contributions
Being respectful to each other and take pride in our school	Being friends with Jesus through prayer, worship and liturgy

While we fully acknowledge a parent's reasons for wanting their child to bring a mobile phone to school if they walk to and from school without adult supervision, St Augustine Webster Catholic Voluntary Academy discourages pupils bringing mobile phones in to school in order to minimise safeguarding risks whilst on site.

If parents have a legitimate reason for their child to need a mobile phone in school, they must complete the agreement document (see Appendix 1) and return it to school. The agreement document must be signed by the parent, pupil and the school. The reason/s as to why the pupil needs to bring the phone to school should be outlined on the agreement sheet. Please note that, if reasons are not deemed essential by the school, the school may refuse to allow the pupil to bring the phone to school.

The phone must be left in the school office at the start of the day and collected at the end of the day. The school office is staffed between 8am and 4pm. After 4pm, any phones that are left will be securely locked away until the next day. Phones will be stored in the school safe in individually labelled envelopes. If a pupil forgets to hand their phone in, they should make a member of staff aware as soon as they remember. Repeated 'forgetting' may result in the permission to bring in a phone being revoked.

Parents are advised that St Augustine Webster Catholic Voluntary Academy accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Pupils must not use their mobile phone on school premises (including the playground), unless they have specific permission to do so and they are under the direct supervision of a member of staff.

Where a pupil is found to be using a mobile phone on school premises, the phone will be confiscated from the pupil, handed to a member of the office team. The mobile phone will be stored by the school office and parents will be informed that the mobile phone has been confiscated. A parent/guardian will need to collect the phone.

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 action will be taken according to our Positive Behaviour Policy. If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of the senior leadership team.

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.

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.

If pupils attend Wrap Around Care, they must hand in their phone before joining breakfast club in the morning. For after school club, they should collect their phone from the school office and give it to a member of After School Club who will store it safely in the Nest kitchen.

If a child is at an after-school club run by an external agency, they should make the school aware and arrangements for returning their phone will be made depending on the activity taking place.

Appendix 1

Pupil Mobile Phone Agreement

Dear Parent/Carer

In accordance with our mobile phone pupil policy, if your child is bringing in a mobile phone to school on a regular basis, please could you and your child sign the form below to show that you and your child understand and agree to follow our school policy.

- Mobile phones must be handed into the school office first thing in the morning before going to class.
- The school bears no responsibility for the loss or damage to mobile phone. The phone must be switched off when it is handed in at the school office.
- The phone must not be used on school premises (including the playground), unless a pupil has specific permission to do so and they are under the direct supervision of a member of staff.
- Should your child be found using their phone inappropriately or breaching any element of this policy, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

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**MOBILE PHONE PARENTAL AGREEMENT**

I/we would like our child (name) ..... to bring their mobile phone into school.

<p>The reasons for the need are outlined here:</p>          
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We have read the policy and understand its implications.

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

**MOBILE PHONE PUPIL AGREEMENT**

I (name)..... have read and understand the school’s mobile phone – pupil policy. I agree to follow the school policy.

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

**School approval**

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

**PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE  
A COPY OF THIS FORM WILL BE RETURNED TO YOU FOR YOUR RECORDS**