



Kingsway PRIMARY SCHOOL

Mobile Phone Policy & Procedure

| Documentation Information | | | |
|---------------------------|----------------|-----------------------|----------------|
| Reviewed By | Head of School | Responsibility | Head of School |
| Last Reviewed | September 2025 | Next Review | September 2027 |

At Kingsway Primary School the welfare and the well-being of our pupils is paramount. The policy on mobile phones in school has been drawn up in the best interest of the pupil's safety.

Use of mobile phones

1. Pupils are **not** permitted to have mobile phones at school.
2. If in the rare event a parent wishes for his/her child to bring a mobile phone so as to contact the parent after school, the following applies:
 - a. The parent must put their request in writing to the school with clear reasons why their child has brought a mobile phone to school. (Appendix A)
 - b. The request must be made at the beginning of each half term.
 - c. The phone must be switched off and handed straight into their teacher in the morning, who will send it to the office, and then can collect from the teacher at home time.
The mobile phone is left at the owner's risk and the school accepts no responsibility for loss or damage.
3. Without a current signed and dated request (even if you have previously submitted one) we will not be able to authorise any exceptional circumstances. **These must be requested and updated every half term.**
4. Mobile phones **must not** be kept in bags or coats. If they are brought to school without written permission they will be kept until they are collected by the parent.

PLEASE NOTE:

Children who are usually brought to and collected from school by a parent or carer will not be allowed to bring their phones to school as there is no justifiable reason for the child to have their phone in school.

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



Kingsway PRIMARY SCHOOL

Appendix A

Parental request for a child to bring a mobile phone to school

Child's Name: _____

Child's Class: _____

Reason for Your Child Needs to Bring a Phone to School:

I agree to the terms of the Mobile Phone Policy and procedures and understand that I must make a written request at the beginning of each half term.

I understand that my child can only bring a mobile phone to school with justifiable reason and that this privilege may be revoked if they use their phones inappropriately either at school or outside of school.

Signed: _____ (Parent/Carer)

Printed Name of Parent/Carer: _____

Date: _____

| For Office Use Only | |
|------------------------|--|
| Date Request Received: | |
| Year & Term: | |