



25 March 2026

New procedures for mobile phones in school

Dear parents and carers,

We have been reviewing our policy on the management of children bringing mobile phones to school and have made some changes which we would like to make you aware of. **These changes will take effect from Monday 13th April.**

We recommend that children only need to bring a phone to school if they are travelling to or from school independently.

So that we can ensure that all phones are collected as soon as children are safely in school, all children in year 5 and 6 will now enter through the hall doors each morning. On arrival, children will deposit their phone into a named wallet before going up to class. The phones will then be transferred to a secure cupboard in the school office. At the end of the day, children will collect their phone as they are dismissed from the building.

So that we have accurate records of which children have phones in school, we ask that you complete this form to notify us of this. <https://forms.office.com/e/0ubW0dLDGn> . **We also ask that your child's phone is clearly labelled with your child's name.** Attached to this letter there are some guidelines for phone usage which we ask you to discuss with your child.

Please note that for any children found to not be following the attached guidelines:

- The school reserves the right to hold on to the phone and ask the parents/carer to collect it from school.
- For serious incidents the school may withdraw the agreement to allow the child to bring the mobile phone to school or will only allow non- smart phones in school.

We also ask that you talk to your child about the inappropriate use of messages sent by mobile phone, as they can often be used to upset, intimidate or bully other pupils. This may be via text messaging, via apps such as WhatsApp and Messenger, and through online gaming devices. When it is deemed necessary – particularly when it affects other pupils or staff members or the normal functioning of school – the school will apply the behaviour policy in relation to inappropriate use of mobile phones outside of school.

As part of our online safety and PSHE curriculum we will continue to remind children about how to stay safe in the ever-changing digital world. We ask parents to support us in this by regularly checking devices and ensuring that the appropriate controls are in place to prevent children accessing age inappropriate content.

Please note that the school cannot be held responsible for any loss or damage to any personal items brought to school.

We appreciate your support as we put this new policy in place.

Yours sincerely,
Mrs Bailey