



**West Park
Church of England
Primary School**

**MOBILE PHONE AND
SMART DEVICES POLICY**

‘Let your light shine’ Matthew 5

Date of approval	Spring Term 2026
Date of next review	Spring Term 2027
Approved by	Full Governing Body

Mobile Phone and Smart Devices Policy

(DfE-aligned – January 2026)

1. Policy Statement

At **West Park CE Primary** we are committed to providing a safe, calm and focused learning environment that supports pupils' wellbeing, behaviour and educational outcomes. In line with **Department for Education guidance (January 2026)**, our school operates as a **mobile phone-free environment throughout the school day**.

Please note:

The updated January 2026 guidance on mobile phones in English schools specifically relates to smartwatches, advising they should be prohibited alongside mobile phones. The guidelines state schools should be phone-free, covering "other smart technology with similar functionality" during the school day to reduce distractions and improve focus.

This policy sets out clear expectations regarding mobile phones and similar smart devices brought onto school premises. Premises includes all spaces inside the school gates, including playgrounds.

2. Scope of the Policy

This policy applies to:

- All pupils
- All staff
- Volunteers and visitors during the school day, including before school, break times, lunchtimes, lessons and school-led activities on site.

This policy should be read alongside the school's:

- Care and Management Policy
- Safeguarding Policy
- Online Safety Policy

3. Definition of a Mobile Phone

For the purpose of this policy, a *mobile phone* includes:

- Smartphones
- Basic mobile phones
- Smart watches capable of messaging, calling or internet access
- Any personal device that connects to the internet or enables communication

4. Pupils and Mobile Phones

4.1 General Rule

Pupils are **not permitted to use mobile phones or smart devices at any point during the school day.**

This includes:

- Lessons
- Break and lunchtime
- Before and after school while on school premises

Mobile phones may **not** be used for:

- Learning activities
- Communication with parents/carers
- Photography, video or audio recording

5. Bringing Mobile Phones to School

5.1 Strongly Discouraged

Parents and carers are **strongly discouraged from allowing pupils to bring mobile phones to school** unless there is a clear and agreed reason (e.g. independent travel).

5.2 If a Phone Is Brought to School

If a pupil brings a mobile phone:

- It must be **switched off** before entering the school premises
- It must be **handed in to staff on arrival** or stored in a **designated secure location in the classroom**
- The phone will be returned at the **end of the school day**

The school accepts **no responsibility** for loss or damage to mobile phones brought to school.

6. Exceptions

Exceptions to this policy will be:

- **Rare**
- **Agreed in advance**
- **Documented**

Examples may include:

- Pupils who travel independently to and from school
- Exceptional medical or safeguarding needs

Any agreed exception will include:

- Clear conditions of use

- Secure storage arrangements
- Regular review

7. Sanctions for Breach of Policy

Where a pupil breaches this policy, the following sanctions may apply (in line with the Care and Management Policy):

- Confiscation of the mobile phone
- Phone returned only to a parent/carer
- Further behaviour sanctions for repeated breaches

Staff are legally permitted to confiscate mobile phones where a school policy is in place.

8. Parents and Carers

Parents and carers are asked to support this policy by:

- Not contacting pupils via mobile phone during the school day
- Contacting the **school office** if urgent communication is required
- Reinforcing expectations with their child at home

This policy will be shared with parents when adopted and updated and will be available on the school website. Clear communication about this policy will be shared regularly with families.

9. Staff Use of Mobile Phones

Staff should:

- Avoid personal mobile phone use in front of pupils during the school day
- Use school-provided devices for educational or safeguarding purposes
- Follow safeguarding guidance regarding photography and communication

10. Safeguarding and Online Safety

This policy supports the school's safeguarding duties and reflects:

- *Keeping Children Safe in Education*
- The school's Online Safety curriculum

Pupils are taught about safe, responsible and age-appropriate use of technology through the curriculum.

11. Monitoring and Review

- This policy will be reviewed **annually**
- It will be updated in line with changes to DfE guidance or statutory requirements

Approved by: Governing Body

Date: 5/2/26

Review Date: February 2027

Dear Parents and Carers,

We are writing to inform you about our school's **Mobile Phone Policy**, which is in line with the **Department for Education guidance (January 2026)**.

Our approach

At **West Park CE Primary** we aim to provide a calm, safe and focused learning environment for all children. For this reason, our school is a **mobile phone-free environment during the school day**.

What this means for pupils

- Pupils **should not use mobile phones or smart devices at any point during the school day**
- This includes before school, during lessons, breaktimes, lunchtimes, school trips and residential
- Mobile phones must **not be used for learning, messaging, calls, photos or videos**

Bringing a phone to school

We strongly encourage parents and carers **not to send children to school and residential with a mobile phone**.

If a phone is brought to school for an agreed reason (for example, independent travel):

- It must be **switched off**
- It will be **handed in on arrival and stored securely in the classroom**
- It will be **returned at the end of the school day**

The school cannot accept responsibility for loss or damage to mobile phones.

Exceptions

Any exceptions to this policy will be:

- Rare
- Agreed in advance with the school
- Reviewed regularly

If the policy is not followed

If a pupil is found using a mobile phone during the school day:

- The phone will be confiscated
- It will need to be collected by a parent or carer

- Further sanctions may apply for repeated breaches, in line with our Care and Management Policy

Staying in touch during the school day

If you need to contact your child urgently, please do so via the **school office**, who will ensure messages are passed on appropriately.

How you can help

We ask for your support by:

- Not contacting your child on a mobile phone during the school day
- Reinforcing these expectations at home
- Talking to your child about why a phone-free school day is important for learning and wellbeing

Thank you for your continued support in helping us create the best possible environment for our pupils. If you have any questions about this policy, please contact the school office.

Yours sincerely,

Caitriona Bull

Headteacher