



Wolston St Margaret's C of E Primary School

Mobile Phone and Smart Device Policy

July 2026

Our Christian vision shapes all that we do: Learning, Believing, and
Achieving together to **"Let your Light Shine" (Matthew 5-16)**

Guided by our Christian values of **Honesty, Love, Courage and Community**, we encourage all to flourish. Like a lamp set high to light its surroundings, everyone – whether timid or outgoing – is called to share their light for all to see. Our vision welcomes children and adults of all faiths and none, inspiring them to live, grow, and learn together, showing the world their unique light.

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1. Vision and Ethos

"Let your light shine." Matthew 5:16

At Wolston St. Margaret's Church of England Primary School, we believe every child is uniquely created by God and deserves to flourish within a safe, nurturing and inspiring environment. Our Christian vision underpins every aspect of school life and shapes the relationships we build, the expectations we hold and the opportunities we provide.

We recognise that mobile phones and smart devices play an important role in modern family life. They enable communication, support independence and are increasingly part of everyday life for children and adults alike. However, we also recognise that childhood should be characterised by conversation, curiosity, creativity, worship, friendship, play and meaningful face-to-face interaction.

Our school is committed to creating a calm, purposeful and distraction-free environment where every child can learn, develop and thrive. By limiting the use of mobile phones and smart devices during the school day, we promote high-quality learning, strengthen relationships, safeguard children from unnecessary online risks and ensure that everyone is fully present within our school community.

This policy reflects our commitment to safeguarding, positive behaviour, digital responsibility and the wellbeing of our pupils, staff and wider community. We believe that adults should model healthy technology habits and that children should experience a school day where learning, play and relationships take priority over digital distractions.

2. Purpose of the Policy

This policy establishes clear expectations for the use of mobile phones and smart devices by pupils, staff, governors, volunteers, contractors, visitors and parents. It ensures that technology is used safely, responsibly and professionally whilst protecting the welfare of all members of the Wolston St. Margaret's community.

Specifically, this policy aims to:

- Provide a calm, safe and purposeful learning environment free from unnecessary distraction.
- Safeguard children from online harm, cyberbullying and inappropriate use of technology.
- Protect the privacy and dignity of all members of the school community.
- Promote positive relationships and face-to-face communication.
- Ensure staff model professional and responsible use of technology.

- Provide clear routines for pupils who require a mobile phone for safeguarding reasons.
- Ensure compliance with current Department for Education guidance and safeguarding legislation.

3. Our Principles

Childhood should be lived, not livestreamed.

Children deserve opportunities to play, explore, collaborate and build relationships without the constant presence of digital devices.

Relationships matter more than notifications.

We value eye contact, conversation and meaningful interaction above screen time.

Learning deserves full attention.

Removing unnecessary distractions allows pupils to engage deeply with learning and achieve their full potential.

Adults lead by example.

Staff model the behaviours and digital habits we wish children to develop.

Safeguarding comes first.

Every decision within this policy is made with children's safety, wellbeing and dignity at its heart.

4. Legislative Framework

This policy has been written with reference to:

- Department for Education: Mobile Phones in Schools (2026).
- Keeping Children Safe in Education (current edition).
- Searching, Screening and Confiscation guidance.
- Behaviour in Schools guidance.
- UK General Data Protection Regulation (UK GDPR).
- Data Protection Act 2018.
- Education Act 2002.
- Equality Act 2010.

5. Roles and Responsibilities

Role	Key Responsibilities
Governing Body	Approve and review this policy, monitor its implementation and ensure statutory safeguarding duties are met.
Headteacher	Ensure the policy is implemented consistently, approve exceptional requests for pupil mobile phones and ensure appropriate staff training.
Senior Leadership Team	Monitor the effectiveness of the policy, support staff in applying it consistently and review procedures where necessary.
Designated Safeguarding Lead	Respond to safeguarding concerns involving mobile devices, online safety or inappropriate images and liaise with external agencies where required.
Office Staff	Receive approved Year 6 mobile phones each morning, store them securely throughout the day, maintain oversight of the collection process and report any concerns to senior leaders.
Teaching and Support Staff	Model excellent practice by keeping personal devices out of sight around pupils, challenge inappropriate use consistently and report breaches in line with school procedures.
Parents and Carers	Support the school's expectations, avoid using mobile phones in restricted areas and ensure children follow agreed procedures where permission has been granted.
Pupils	Follow all expectations within this policy and treat technology responsibly, respectfully and safely.

6. Expectations for Pupils

Our expectation is that pupils do not bring mobile phones into school. We recognise, however, that some Year 6 pupils walk independently to and from school and may require a mobile phone for safeguarding purposes. This will also apply to Year 5 pupils in the Summer term.

- Permission must be obtained from the Headteacher before a phone is brought into school.

- Phones must arrive switched off.
- Phones must never be used anywhere on the school site.
- Approved phones must be handed directly to the school office on arrival following the procedure in Appendix A (Year 6) and Appendix B (Year 5).
- Smart watches with messaging, internet or camera functionality are treated as mobile phones.
- Children must never photograph, record or message whilst on the school site.
- Parents should contact children during the school day via the school office.

7. Expectations for Staff

Adults are role models for our pupils and are expected to demonstrate responsible, professional use of technology.

- Personal phones must remain out of sight whenever pupils are present.
- Personal calls and messages should only be made in staff areas during breaks (front office, staff room or head teachers).
- Only school-owned devices may be used to photograph or film pupils.
- Smart watch notifications should be disabled whilst working with children.
- Urgent family messages should be communicated through the school office wherever possible.

8. Expectations for Parents, Visitors and Contractors

We ask all visitors to support our calm and respectful learning environment by limiting the use of mobile phones whilst on site.

- We kindly ask parents and visitors to keep mobile phones in pockets or bags while on the school site, including the playground, unless there is an urgent need or permission has been given by a member of staff. This helps us to maintain a safe, welcoming and connected environment where children see adults talking, smiling and engaging with one another.
- Contractors and visitors should always report to the school office, head teacher's office or use the staff room before using a mobile phone. Mobile phones should not be used whilst moving inside and outside around the school building.
- Visitors must never photograph or film pupils without prior authorisation.

9. Mobile Phones During School Events

At Wolston St. Margaret's we want families to experience special moments through their own eyes rather than through a screen. For this reason, photography, video recording and live streaming by parents and visitors are not permitted during collective

worship, assemblies, concerts, productions, class performances or other school events unless explicitly authorised by the Headteacher.

Where appropriate, members of staff will capture photographs which may be shared through the school's usual communication channel of Class Dojo, ensuring all image permissions are respected.

10. Smart Devices and Smart Watches

Any wearable device capable of sending or receiving messages, taking photographs, accessing the internet or making calls is considered a smart device under this policy. These devices are subject to exactly the same expectations as mobile phones.

11. Safeguarding and Data Protection

Safeguarding is at the heart of this policy. The inappropriate use of mobile phones and smart devices can expose children to online harm, cyberbullying, inappropriate content, unauthorised photography and breaches of privacy. Wolston St. Margaret's is committed to creating a safe digital culture where pupils, staff and visitors understand their responsibilities.

- Only school-owned devices may be used to photograph or record pupils.
- Images must only be stored and shared in accordance with the school's Data Protection, Online Safety and Acceptable Use policies.
- Any safeguarding concern involving a mobile device must be reported immediately to the Designated Safeguarding Lead (DSL).
- Staff must never use personal devices to communicate with pupils.
- Parents and visitors must not take photographs or recordings of children other than their own where permission has been explicitly granted by the school.

12. Educational Visits and Residential Visits

Mobile phone expectations remain in place whenever pupils represent the school beyond the school site.

Educational Visits

- Pupils should not bring mobile phones on day visits unless exceptional permission has been granted.
- Staff will carry school-approved mobile phones for communication and emergency purposes.
- Risk assessments will identify any specific communication arrangements.

Residential Visits

- Arrangements for staff mobile phone use on residential visits will be outlined within the visit-specific risk assessment.

- Pupils are not permitted to bring their mobile phones on residential visits, including the Year 5 sleepover.

13. Searching, Confiscation and Sanctions

Where there is reason to believe that this policy has been breached, staff may confiscate a mobile phone or smart device in accordance with current Department for Education guidance. Any action taken will be lawful, proportionate and recorded where appropriate.

Breach	School Response
Phone visible or used on site	Device confiscated and stored securely in the office. Parents informed where appropriate.
Repeated breach	Meeting with parents. Permission to bring a phone may be withdrawn.
Safeguarding concern	Immediate referral to the DSL. Further action taken in line with safeguarding procedures.
Serious misuse	Behaviour Policy followed and external agencies involved if necessary.

14. Equality, Inclusion and Reasonable Adjustments

The school recognises its duties under the Equality Act 2010. Where a pupil requires a mobile device because of a medical need, SEND provision or a specific safeguarding requirement, reasonable adjustments will be agreed with parents and recorded within the appropriate support plan or risk assessment.

15. Monitoring and Review

The Senior Leadership Team will monitor the implementation of this policy through routine practice, incident records and stakeholder feedback. Governors will review the policy every two years, or sooner should legislation or Department for Education guidance change.

16. Linked Policies

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Online Safety Policy
- Data Protection Policy
- Staff Code of Conduct
- Acceptable Use Agreements
- Educational Visits Policy

Appendix A: Year 6 Mobile Phone Procedure

Some Year 6 pupils walk independently to and from school. Where permission has been granted by the Headteacher, the following routine must be followed every day.

Morning Routine

1. The mobile phone must arrive at school switched off.
2. The pupil reports directly to the School Office before going on to the playground.
3. Office staff receive the phone and check that it is switched off.
4. The phone is placed in the secure Year 6 mobile phone storage.
5. The pupil then goes straight to the playground.

During the School Day

- Phones remain switched off at all times.
- Phones remain securely stored within the school office.
- Pupils do not access their phones during the school day.
- Parents wishing to contact their child should do so via the school office.

End of the Day

1. Year 6 staff dismiss pupils to the school office via the playground.
2. Year 6 staff to supervise the collection of phones.
3. Phones should remain switched off until pupils have left the school site.

If the Procedure is Not Followed

If a pupil forgets to hand in their phone, the device will be confiscated and taken to the school office. Parents may be informed and repeated breaches may result in permission being withdrawn.

Appendix B: Year 5 Mobile Phone Procedure – Summer Term

Some Year 5 pupils walk independently to and from school in the Summer Term. Where permission has been granted by the Headteacher, the following routine must be followed every day.

Morning Routine

1. The mobile phone must arrive at school switched off.
2. The pupil reports directly to the School Office before going on to the playground.
3. Office staff receive the phone and check that it is switched off.
4. The phone is placed in the secure Year 5 mobile phone storage.
5. The pupil then goes straight to the playground.

During the School Day

- Phones remain switched off at all times.
- Phones remain securely stored within the school office.
- Pupils do not access their phones during the school day.
- Parents wishing to contact their child should do so via the school office.

End of the Day

4. Year 5 staff dismiss pupils to the school office via the playground.
5. Year 6 staff to supervise the collection of phones.
6. Phones should remain switched off until pupils have left the school site.

If the Procedure is Not Followed

If a pupil forgets to hand in their phone, the device will be confiscated and taken to the school office. Parents may be informed and repeated breaches may result in permission being withdrawn.

Appendix C: Parent Permission Agreement (Year 6)

WOLSTON ST. MARGARET'S C. of E. PRIMARY SCHOOL

Learning, Believing and Achieving Together

Headteacher: Mrs. Michelle Clemons

Tel: 024 76542212

Email: admin3192@welearn365.com



Brookside,
Main Street,
Wolston,
Coventry,
CV8 3HH.

www.wolstonprimary.org.uk

Mobile Phones – Year 6

Dear Parents and Carers,

Parents wishing their child to bring a mobile phone to school must complete this agreement and return to the school office.

Child's Name	
Class	
Reason permission is requested	
Parent/Carer Name	
Emergency Contact Number	
Parent Signature	
Date	

By signing this agreement, I confirm that:

- My child requires a mobile phone for travel or safeguarding reasons.
- My child will follow the Year 6 Mobile Phone Procedure.
- The phone remains my responsibility.
- I understand that permission may be withdrawn if the policy is not followed.

Appendix D: Parent Permission Agreement (Year 5)

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Mobile Phones - Year 5

Dear Parents and Carers,

Parents wishing their child to bring a mobile phone to school must complete this agreement and return to the school office.

Child's Name	
Class	
Reason permission is requested	
Parent/Carer Name	
Emergency Contact Number	
Parent Signature	
Date	

By signing this agreement, I confirm that:

- My child requires a mobile phone for travel or safeguarding reasons.
- My child will follow the Year 5 Summer Term Mobile Phone Procedure.
- The phone remains my responsibility.
- I understand that permission may be withdrawn if the policy is not followed.

Appendix E: Office Staff Procedure

- Receive the phone directly from the pupil.
- Check the phone is switched off.
- Place it immediately into the secure storage location.
- Do not allow pupils to access stored phones during the day.
- Return phones only at the end of the day – Year 6 staff to oversee this.
- Report concerns or repeated breaches to the Senior Leadership Team.

Appendix F: Staff Quick Reference

- Do not use personal mobile phones in the presence of pupils.
- Only school devices may be used for photographs or videos.
- Challenge inappropriate phone use politely and consistently.
- Refer safeguarding concerns immediately to the DSL.
- Direct parents to the office if urgent communication with pupils is required.

Appendix G: Frequently Asked Questions

Can my child bring a mobile phone to school?

Only with prior permission from the Headteacher, normally where a Year 6 pupil walks independently (Year 5 from the Summer term).

Can my child use their phone before registration?

No. Phones must be handed to the school office immediately upon arrival.

Can pupils wear smart watches?

Wearable devices with messaging, camera or internet functionality are treated as mobile phones and will therefore need to be left in the office.

Can parents film school performances?

No. Wolston St. Margaret's does not permit filming or photography during performances, assemblies or collective worship unless explicitly authorised.

How do I contact my child during the day?

Please telephone the school office.

What happens if my child forgets to hand in their phone?

The phone will be confiscated, stored securely and parents may be informed.