



Dear Parent/Carer

In accordance with our Mobile Phone policy, we strongly discourage children from bringing mobile phones into school unless exceptional circumstances have been discussed. As a school, we can think of few situations where this would be the case. In school we aim to avoid children's unsupervised access to such technology which could potentially be detrimental to your child's safety and well-being.

Should exceptional circumstances be agreed, you will need to sign the form below to confirm that you and your child have read and understood our policy.

If your child brings a phone to school, the following will apply:

- Your child's phone needs to be switched off before entering the school premises.
- Phones will be handed to the school office for safekeeping during the school day – they may not under any circumstances be kept in children's bags.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Should your child be found using their phone without permission, the school reserves the right to withdraw this privilege.

With thanks,
Louise Ballard

MOBILE PHONE PARENTAL CONSENT

I/we give permission for my child (name) to bring a
mobile phone into school. I/we feel it is necessary to do so because:

We have read the policy and understand its implications.

Signed Print name..... Date.....

PLEASE RETURN PERMISSION SLIP TO YOUR CHILD'S TEACHER. THANK YOU.

Mobile Phone Policy

2026 to 2028

This policy provides clear guidance on the use of mobile phones in school by both staff, student teachers, visitors, parents and pupils

Introduction

Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Phones offer Internet and email access, alongside messaging, camera, video and sound recording. Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

Aims

The aim of this Mobile Phone Policy is to promote safe and appropriate practice through establishing clear, robust and acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

Staff, volunteers and student teachers' policy

Staff and students use of mobile phones during their working day should be:

- outside of their contracted hours
- discreet and appropriate eg: in the staffroom and not in the presence of pupils

Staff, Volunteers and Student Teachers are encouraged not to have their mobile phones about their person and there is a clear expectation that all personal use is limited to allocated lunch or breaktimes.

Other than in agreed exceptional circumstances, phones must be switched off and calls and texts must not be taken or made during lesson time. Staff, Volunteers and Student Teachers are not permitted to use their phones for taking, recording or sharing images and should not be used to search the internet with pupils.

Staff members are not permitted to use a personal mobile phone to take photographs at events such as sporting events and educational visits. However, this may be authorised by a senior member of staff prior to or during the event should it be deemed necessary. Staff members must transfer the images to the school intranet as soon as is practical after the event and delete the images from their personal mobile phone. At after-school organised events, pupils will be reminded that they too should not use their devices.

Staff, Volunteers and Student Teachers are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting. This should be done through the office phone or via their school email accounts.

Parents/carers, visitors and contractors are respectfully requested not to use their mobile phones in classrooms and communal areas during school hour unless in the event of an emergency. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others. Under no circumstance is any individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Parents, either in school or accompanying children on school trips, should not use their personal cameras or mobile phone cameras to take pictures of pupils unless it is at public events such as sports days, charity events or concerts. At such events they will be reminded of the school's policy on photographic consent and not sharing images of other children without the permission of their parents.

Pupil Policy

Willow Brook discourages pupils from doing so unless it is clearly necessary and agreed with senior leaders. 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.

In exceptional circumstances where it is agreed that a child needs a phone for use after school, a permission slip must be signed by the parent/carer. The phone must be left in the office for safekeeping at the start of the day and collected at the end of the day. Phones should be switched off whilst they are on the school premises. Parents are advised that the school accepts no liability for the loss or damage to mobile phones that are held in school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone on the school premises, (and this includes the playground on the way in or out of the building) the phone will be taken from the pupil, handed to a senior member of staff or a member of the office team who will store it until the end of the school day. If this practice is repeated, then the school will confiscate the phone until an appropriate adult is able to collect the phone from the senior member of staff.

We ask that parents talk to their children about the appropriate use of messages, photographing people without consent and use of the internet as these aspects clearly have safeguarding implications. The policy supports the school's Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/E-safety policies.

This policy will be monitored and reviewed as required but at least every two years.

Government guidance on the permitted use of mobile phones in schools can be found at [Mobile phones in schools - GOV.UK](https://www.gov.uk/guidance/mobile-phones-in-schools)

Agreed on 2nd September 2026

To be reviewed September 2028