



# **St. William of York Catholic Primary School**

## **Brockley Park, Forest Hill, London SE23 1PS**

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Headteacher: Mrs Sharon Lynch

## **MOBILE PHONE POLICY**

### **Introduction**

At St William of York Catholic Primary School, the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school, and whilst with children, has been drawn up in the best interests of pupil safety and staff professionalism.

### **Use of mobile phones Pupils:**

- ☐ Pupils are not permitted to have mobile phones at school or on residential trips.
- ☐ Mobile phones brought to school will be confiscated and passed to the HT or Deputy Headteacher, and must be collected by the parent.
- ☐ Travelling to, or from school, does not make a child safer and can make them more vulnerable as most assaults on young people involve the theft of a mobile phone.
- ☐ Parents are advised to monitor and supervise the use of a mobile phone at home, to avoid pupils accessing inappropriate content and incidents of cyberbullying.

If a parent believes that there are exceptional circumstances, or reasons, for their child to bring a mobile phone for the journey to, or from, school they must make an appointment to speak to the Headteacher.

If the Headteacher agrees that there are exceptional circumstances eg. a long and complicated journey on public transport, the following conditions apply:

- a) The parent should put a request in writing to the HT, accepting full responsibility. understanding that they are not supporting the school expectations.
- b) The phone must not be smartphone and must not have internet access
- c) The phone must be labelled with the child's name
- d) The phone must be switched off, at all times, whilst in school.
- e) The phone must be handed in each day to the headteacher or deputy headteacher

### **Staff:**

- ☐ Staff must have their phones on 'silent' or switched off during class time.
- ☐ Staff may not make or receive calls during teaching time.
- ☐ If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the headteacher aware of this and can have their phone in case of having to receive an emergency call. However, family members should be asked to contact the school office, in the first instance.
- ☐ Use of phones must be limited to non-contact time when no children are present.
- ☐ Phones must be kept in lockers, in the staff room during the school day..
- ☐ Calls/ texts must be made/ received in private during non-contact time.

- ☐ Teachers may use their phones to take photos to upload to Instagram or to record work and learning, but the photos must be uploaded to the school server and deleted immediately
- ☐ A mobile will be carried by staff for trips away from school or on an educational visit for contacting parents in the event of an emergency.
- ☐ In the event of an unplanned school closure (ie. snow closure or a heating failure) the 'text to parents' service will be used to send each family a text message informing them of the change of circumstances.

**Parents & other visitors:**

- ☐ Visitors and volunteers agree to follow the guidelines for the rest of the school staff.
- ☐ We request that parents do not use mobile phones in the school building or grounds.
- ☐ Mobile phones must never be used to take photographs in the school building or grounds, except with prior permission. Photographs must not be taken by parents of children in school except for performances.
- ☐ Whilst parents are permitted to take photographs of their own children during performances, this is with the agreement that photos will NOT be uploaded to social media.

**Parents are expected to support the school in implementing this policy in order to keep your children, and our pupils safe.**