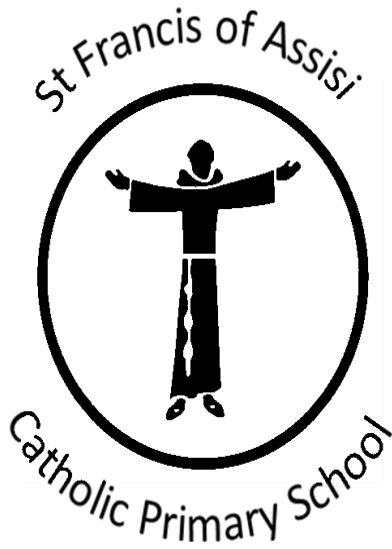


# ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL



## Mobile Phone Policy

### Mission Statement

*At St Francis of Assisi, we believe God is at the heart of our school. As a school community, we work together to provide a caring, stimulating and nurturing environment, where every child can discover their true potential and grow closer to Christ. As pupils and staff we encourage in each other a love of learning.*

*This is a place where we can all belong and where diversity and difference is celebrated. We rejoice in each others' uniqueness and respect the dignity and beauty of each individual. Using our gifts and talents we will*

*actively seek to make a real difference - by caring for one another and caring for our world.*

## **Introduction**

In St Francis of Assisi 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.

## **Related policies**

- ❖ Child Protection policy
- ❖ E-Safety Policy
- ❖ Staff Code of Conduct
- ❖ Acceptable Use Policy

## **Use of mobile phones**

### **Pupils:**

- As a rule, pupils are not permitted to have mobile phones at school or on trips.

### **Year 5 and Year 6 Children only**

- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
  - the parent must put their request in writing to the Head teacher
  - the phone must be handed in , switched off, to the secretary's office first thing in the morning and collected from the office by the child at home time( the phone is left at the owner's own risk).
  - the parent must sign a mobile phone contract. See at end of this document.
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

### **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 Head Teacher aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (eg. drawer, handbag, pocket, cupboard) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.

- Phones will never be used to take photographs of children or to store their personal data.
- A school mobile will be carried to sporting fixtures 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) ParentMail will be used to send each family a text message informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*

**Parents & other visitors:**

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones should not be used to take photographs in the school building or grounds, with the exception of class assemblies, sports days and productions. In this instance any photos must not be shared on any social media platform if they include other children.

**We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.**



## PERMISSION TO BRING A MOBILE PHONE TO SCHOOL

To: Mr Hallett, Headteacher, St. Francis of Assisi Catholic Primary School

**Pupils's Name:**..... **Class:**.....

I confirm that I wish to apply for permission for my child to bring his/her mobile phone to school. The phone is required for the following reasons:

Please note that although 'phones will be kept in the school office during the school day', bringing them into school is done so at your own risk.

**Signed:**.....

**Date:**.....

---

\*To be completed and returned by Headteacher

**To :**

## PERMISSION TO BRING A MOBILE PHONE TO SCHOOL

I confirm that permission has/has not been granted for your child

**Name:**..... **Class:**.....

To bring their mobile phone into school. Please note that any mobile phone is brought into school at the owner's risk and it must be handed in at the respective Group Rooms and collected at the end of the day.

The Phone must be labelled and switched off.

Signed: ..... Date: .....