



Mobile Phone Procedure

Procedure Review

This procedure will be reviewed in full by the Full Governing Board every 3 years.

The procedure was last reviewed and agreed on July 2025

It is due for review in Summer 2028

Purpose

At Windhill21, our priority is safeguarding, wellbeing, and ensuring that learning time is calm, focused, and free from unnecessary distractions. These procedures set out clear expectations for the limited and controlled use of mobile phones on school premises.

Who May Bring a Mobile Phone

- Mobile phones are permitted **only for children in Year 5 and Year 6**.
- Mobile phones are intended solely to support **travel to and from school**, not for use during the school day.

Use of Mobile Phones

- Children are **not permitted to use mobile phones anywhere on school grounds**.
- Mobile phones may only be switched **on or off outside the school premises**, before entering or after leaving the site.
- Mobile phones must remain **switched off at all times** while on school grounds.

Arrival at School

- On arrival at school, children **must hand their mobile phone directly to their class teacher**.
- Mobile phones must:
 - Be switched off
 - Belong to a child whose name appears on the approved mobile phone list
- Children who are not on the approved list will not be permitted to bring a mobile phone to school.

End of the School Day

- Mobile phones will be returned to children by their class teacher at the end of the school day.
- Phones should remain switched off until the child has left the school premises.

Parental Permission

- Parents and carers must complete and sign a **Mobile Phone Permission Form** before a child brings a mobile phone to school.
- By signing the form, parents and carers confirm that:
 - They give permission for their child to bring a mobile phone to school
 - They understand and accept the school's expectations
 - They understand that failure to follow these procedures may result in their child losing the right to bring a mobile phone to school

Monitoring and Records

- The office staff will maintain and update the **approved mobile phone list** as permission forms are received.
- Only children whose names appear on this list will be allowed to bring a mobile phone to school.

Breaches of Procedure

- If a child:
 - Uses a mobile phone on school grounds
 - Fails to hand their phone to the class teacher
 - Uses a phone inappropriately
- Parents or carers will be informed.
- Repeated breaches may result in the **withdrawal of permission** for the child to bring a mobile phone to school.

Responsibility

- Windhill21 cannot accept responsibility for loss or damage to mobile phones brought onto school premises.
- Mobile phones are brought to school **at the owner's risk**.
- [YEAR 5 & 6 MOBILE PHONE ONLINE FORM](#)