



Millbrook Primary & Nursery School Mobile Phone Policy

Aligned with DfE Guidance & Best Practice for Primary Schools

1. Purpose and Rationale

This policy explains why mobile phones are prohibited during the school day and sets out clear expectations for pupils, parents, staff and visitors.

Why we have this policy:

- The Government's *Mobile Phones in Schools* guidance says that "all schools should be mobile phone-free environments by default; anything other than this should be by exception only."
- Phones and similar smart technology can distract from teaching and learning, disrupt behaviour and social interaction, and contribute to bullying, anxiety or misuse when unsupervised.
- Ofsted will from Spring 2026 inspect how effectively schools implement their phone policies and how consistently expectations are communicated to pupils, parents and staff.

Our approach ensures a **safe, calm, and focused learning environment** for every pupil and is consistent with national expectations.

2. Scope

This policy applies to:

- All pupils (Years N–6)
- School staff and volunteers
- Parents, carers and visitors
- During the entire school day, from arrival at school grounds to dismissal

The policy refers to *mobile phones and any smart devices with similar functionality* (e.g. messaging, cameras, internet access).

3. Expectations for Pupils

3.1 Bringing Phones to School

- Pupils should *not* bring a phone to school unless a specific, agreed reason exists (e.g. independent travel safety concerns).
- Where permission is granted, this must be **formalised in writing** with the Headteacher.

3.2 Storage of Phones

To prevent access during the school day:

- **Phones must be switched off before entering school grounds.**
 - **Years N–5:** Phones are handed in to the school office on arrival.
 - **Year 6:** Phones are switched off and placed in labelled mobile pouches in the Year 6 classroom.
 - Phones remain stored *throughout the school day and cannot be accessed until dismissal.*
 - These measures align with recommended practice for ensuring a *mobile phone-free environment.*
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4. Sanctions for Breach

The school operates a **zero-tolerance** approach in line with behaviour guidance:

1. **First breach:** Phone is confiscated and held in the office; pupil collects at end of day.
2. **Second breach:** Phone is confiscated and a *parent/carer must collect in person* from the school office.
3. Repeated breaches will be managed via the school's wider *behaviour policy.*

The DfE guidance makes clear that *schools may lawfully use sanctions, including confiscation*, where a phone policy is breached, provided this is proportionate and communicated in advance.

5. Reasonable Adjustments & Exceptions

We recognise that some pupils may have specific needs (e.g. medical, SEND) which require adjustments to this policy. These will be assessed *individually* and documented in a support plan involving parents and staff.

6. The Role of Parents and Carers

Parents are expected to:

- **Support this policy** and reinforce expectations with their children.
- Not use phones in ways that *distract from safety and supervision* at drop-off and collection times.
- Contact the school office or class teacher via ClassDojo or telephone if they need to communicate with their child during the day.

The Government's *Communicating Your Policy* guidance encourages schools to *explain to parents why prohibiting phones benefits pupils' learning, safety and wellbeing*, and to share expectations in advance.

7. Staff & Visitor Responsibilities

- Staff **must not use personal phones for personal reasons** in front of pupils during the school day.
- Professional use (e.g. contacting parents via school systems) is permitted.
- All visitors must follow school expectations on phone use while on site.

These expectations support a culture where adults *model appropriate behaviour* consistent with the policy.

8. Safeguarding and Safety

Phone misuse that gives cause for concern about a pupil's welfare should be addressed through our *safeguarding procedures* and reported to the designated safeguarding lead. Staff will act in accordance with *Keeping Children Safe in Education* if harm is suspected.

9. Communication & Publication

This policy will be:

- Published on the school website
- Shared with parents and carers annually
- Reinforced to pupils at the start of each academic year

The guidance urges schools to *actively communicate their mobile phone policy and expectations* so that all stakeholders are clear on the rules and rationale.

10. Monitoring and Review

The policy will be reviewed annually and updated as required by changes in *DfE guidance* or inspection frameworks.
