

Mobile Phone Protocol

The Academy Code of Conduct, Handbook and Safeguarding Policies clearly state that mobile phones are not allowed to be brought into the Academy by pupils.

This still remains the case.

However, we do appreciate that, under particular circumstances, there may be occasions when pupils in **Y5 and 6 only** could be allowed to bring their mobile phone into school under a strict protocol and application procedure.

Acceptable circumstances for bringing in a mobile phone:

- a child in Year 5 or 6 has been given parental permission to walk home alone.
- a child in Year 5 or 6 is attending an after-school club/event and has been given permission to walk home alone.

If you have given your child permission to walk home alone and you wish them to have their mobile phone in school, you will need to –

1. use the application form (Appendix 1) to apply for permission
2. ensure you have discussed appropriate use of the phone with your child and witness them signing to agree to the terms and conditions of use.
3. agree that the terms and conditions will be followed by your child.
4. return the application form to school and await confirmation of permission.

If permission is given, your child will be able to bring their phone to school, following the procedure below:

- pupils will bring their mobile phone to the office for safekeeping **before** entering the playground. This will need to be in a protective case/bag clearly labelled with your child's name.
- the mobile phone must be switched off
- the mobile phone will remain in the office until the end of the school day
- at the end of the school day, pupils will leave their classroom and walk down to the office, collect their phone and leave the Academy via the reception area.

This permission can be revoked temporarily or permanently if we are made aware of any incidents of inappropriate mobile phone usage which causes a safeguarding or well-being concern for any Queensmead pupils.

Please be aware that the Academy will not accept liability for any loss or damage to mobile phones whilst they are on the premises.

Appendix 1

Application Form for Y5 or 6 child to bring a mobile phone to the Academy.

Name of child Year Group..... Class.....

Please tick one of the following:

My child has my permission to walk home alone after school -I would like them to bring their mobile phone to school.

My child has my permission to walk home alone after a school club -I would like them to bring their mobile phone to school.

Parental agreement.

I agree that my child will follow all the procedures stated in this protocol. I understand that if procedures are not followed, my child will not be able to bring their phone to school. I have discussed appropriate phone use with my child.

Signed..... Parent/carer

Child agreement

I agree that I will follow all the procedures stated in this protocol. I understand that if procedures are not followed, I will not be able to bring my phone to school. I have discussed appropriate phone use with my parent who has explained the importance of following the rules.

SignedPupil

Once complete, please return this form to your child’s class teacher. Please keep the Protocol sheet for your information.

Your child will be issued with a card once they have been given permission. After this they will be able to bring their phone.

Thank you for your support with this.