

The background features three large, stylized green shapes that resemble leaves or petals. One large leaf is on the right side, and two other leaves are on the left side, partially overlapping each other. The leaves are a light green color with a slightly darker green outline.

Mobile Phone Policy

Park Community School

Contents

1. Policy Statement	3
2. Rationale	3
3. Policy Scope	3
4. Expectations	3
5. Procedures	3
6. Sanctions	4
7. Exceptions	4
8. Staff Use of Mobile Phones	4
9. School trips	5
10. References	5
Appendix A: Summary of the Smartphone Free Childhood Campaign - What is Smartphone Free Childhood?	6
Appendix B: Letter to parents and guardians	7

1. Policy Statement

At Park Community School, we are committed to providing a safe, focused, and supportive learning environment for all our students. To achieve this, our school operates as a **phone-free school** for all students aged 11-16 during the school day. This policy aims to remove the distractions and safeguarding risks associated with mobile phone use during the school day.

2. Rationale

- **Safeguarding:** Reduces risks of cyberbullying, inappropriate content, and online peer pressure.
- **Wellbeing:** Supports positive mental health and social interaction.
- **Learning Focus:** Minimises classroom disruption and maximises engagement.

3. Policy Scope

This policy applies to all students during the school day while on site. Use while involved in school activities, clubs, and trips, unless specified otherwise by staff, are also covered by this policy.

4. Expectations

- Students may bring their mobile phones to school if necessary for travel/safety.
- On arrival, all students are expected to switch off devices and place them in their personal **lockable phone pouch**. School will provide one for each student.
- Students are expected to **place their phones into the lockable pouch at line up each morning**.
- Pouches are to remain **locked and in the student's possession** throughout the school day.
- Phones must **not be removed** from the pouch during the school day.
- At the end of the day, students unlock their pouches in their tutor bases.
- The school will not accept responsibility for any loss, damage, or theft of mobile phones.
- Lost and damaged pouches should be replaced by parents/carers and are available for purchase from the school's reception.

5. Procedures

5.1 For Students:

- On arrival and at line up, place your phone in the lockable pouch and securely lock it.
- Keep the locked pouch with you during the school day.
- At the end of the day, unlock your pouch in your tutor base, before leaving school premises.

- Any attempt to open, tamper with, or use the phone/pouch during the school day will be treated as a breach of policy.

5.2 For Staff:

- Supervise the line-up each morning and ensure all students are locking their phones in the pouches.
- Challenge any student seen using a phone or with an unlocked pouch during the day.
- Report repeated breaches to the pastoral team.

5.3 For Parents/Carers:

- Ensure your child brings their phone pouch to school every day as part of their uniform and equipment, in line with school guidance.
- Support your child to follow the pouch procedure.
- For urgent messages, contact reception.

6. Sanctions

- First breach - one hour detention on the day, phone confiscated and placed in reception.
- Repeated breaches – phone held until parent/carers collect it. Further sanctions may apply in line with the Behaviour Policy,

7. Exceptions

Students who need to use a smart phone to monitor diabetes are exempt from this policy.

Any other requests for exceptions (e.g. medical needs) must be made in writing to the Headteacher and Head of School and will be considered on a case-by-case basis.

8. Staff Use of Mobile Phones

8.1 Personal Mobile Phones

- Staff should not use personal mobile phones during lessons, when supervising students, or in any area where students are present, except in emergencies.
- Personal mobile phones should be kept on silent and out of sight during teaching hours.
- Personal mobile phones may not be used to take photographs or videos of students.

8.2 Work Mobile Phones

- School-provided work mobile phones may be issued for specific professional use (e.g. educational visits, site management, emergency contact).

MOBILE PHONE POLICY

- Staff may only use work mobile phones to take photographs or videos of students if this is required for educational purposes and should ensure all images are stored and managed according to the school's data protection procedures.

8.3 Safeguarding and Professionalism

- Any misuse of personal or work mobile phones will be managed in line with the school's staff code of conduct and disciplinary policy.
- Staff are expected to act as role models, upholding and modelling the school's mobile phone expectations.

9. School trips

Students may be permitted to use their mobile phones on school trips. This will be at the discretion of the trip lead and parents and carers will be informed of this as part of usual trip information.

10. References

- **Department for Education (DfE), 2024.** [Mobile Phones in Schools: Guidance for Schools on Developing and Implementing a Mobile Phone Policy.](#)
- **The Key, 2024.** [Managing mobile phones in school](#)
- **DfE, 2022.** [Behaviour in schools: advice for headteachers and school staff](#)
- **Keeping Children Safe in Education (KCSIE), 2024** [Statutory guidance for schools and colleges](#)
- **Smartphone Free Childhood, 2024.** [Smartphone Free Childhood campaign website](#)

Document Control Table	
Associated documents	<ul style="list-style-type: none">• Behaviour Policy• Data Protection Policy• Staff code of conduct
Date approved by Governors	25 06 25
Review date	June 2026

Appendix A: Summary of the Smartphone Free Childhood Campaign - What is Smartphone Free Childhood?

The **Smartphone Free Childhood** campaign is a national, parent-led movement advocating for children to grow up without personal access to smartphones. The campaign encourages families and schools to delay smartphone ownership for children, highlighting the risks associated with early and unrestricted use.

Campaign Aims

- **Promote child wellbeing:** Reduce exposure to online harms such as cyberbullying, inappropriate content, and addictive behaviours.
- **Encourage healthy development:** Support children in building social skills, resilience, and independence without the distractions or pressures of smartphone use.
- **Empower parents and schools:** Provide resources, advice, and a supportive community for families and educators taking a stand against early smartphone adoption.

Key Messages

- Early access to smartphones can impact children's mental health, concentration, and social relationships.
- Delaying smartphone use can help protect children during formative years, supporting healthier development both in and out of school.
- Schools and parents working together create a stronger, more consistent message for children about safe and appropriate technology use.

Further Information

For more about the campaign, including resources and parent guides, visit: [Smartphone Free Childhood campaign website](#).

Appendix B: Letter to parents and guardians

Dear Parent/Carer

Important Update: Mobile Phone Policy and Lockable Pouches at Park Community School

To ensure the safety, wellbeing and learning focus of all students, Park Community School is a phone-free school from September 2025.

From September 2025 all students who bring a mobile phone to school will be required to place it in a school-provided lockable phone pouch at line up each morning. The pouch must remain locked and in your child's possession throughout the school day and can only be unlocked in their tutor base at the end of the day.

Any attempt to use, remove, or tamper with the phone or pouch during the day will result in the phone being confiscated.

Any student who forgets their phone pouch will receive a community duty and be expected to place their phone in reception until the end of the day.

For urgent messages, please contact Reception.

Thank you for your support.

Yours faithfully