

# Mobile Phone Policy

## Academy Specific Information

This appendix must be completed by each academy

It should be maintained and reviewed in line with the overarching Mobile Phone Policy.

Academy:	Offley Primary Academy
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### SECTION 4 – USE OF MOBILE PHONES BY PUPILS

Academy procedure:

- Only pupils in years 5 and 6 who walk to/from school are authorised to bring a mobile phone to school - this is for safety reasons during their journey.
- On arrival to the school gates, mobiles phones must be switched off and not used by pupils.
- Pupils will place their mobile devices in a secure container once in the classroom which will be stored in the classroom cupboard, where all items will be stored for the duration of the school day.
- Pupils will not have access to their mobile phones during school hours, including before and after school club, anywhere on the Academy site.
- Mobile phones will be returned to pupils at the end of the school day and must not be turned on until outside of the school grounds.
- Pupils are not allowed to take mobile phones on school visits or residential trips.

### SECTION 5 – SANCTIONS

Academy approach:

- If a pupil fails to hand in their mobile phone upon arrival at school, the device will be immediately placed in the secure storage for the remainder of the school day.
- If a pupil younger than year 5 brings a mobile phone into school, it will be immediately placed into secure storage. Parents and carers will be contacted and asked to collect the mobile phone at the end of the school day from the office.
- Any pupil found using a mobile phone on the school site, during school hours, will have the device confiscated immediately. The pupil will be required to meet with a member of the senior leadership team to reflect on the reasons why they were using their mobile phone. Parents and carers will also be contacted and appropriate sanctions applied in line with the Academy behaviour policy.
- If a pupil is repeatedly found to be using their mobile phone during school hours then it may be necessary to temporarily or permanently withdraw permission for the pupil to bring a mobile phone to school.