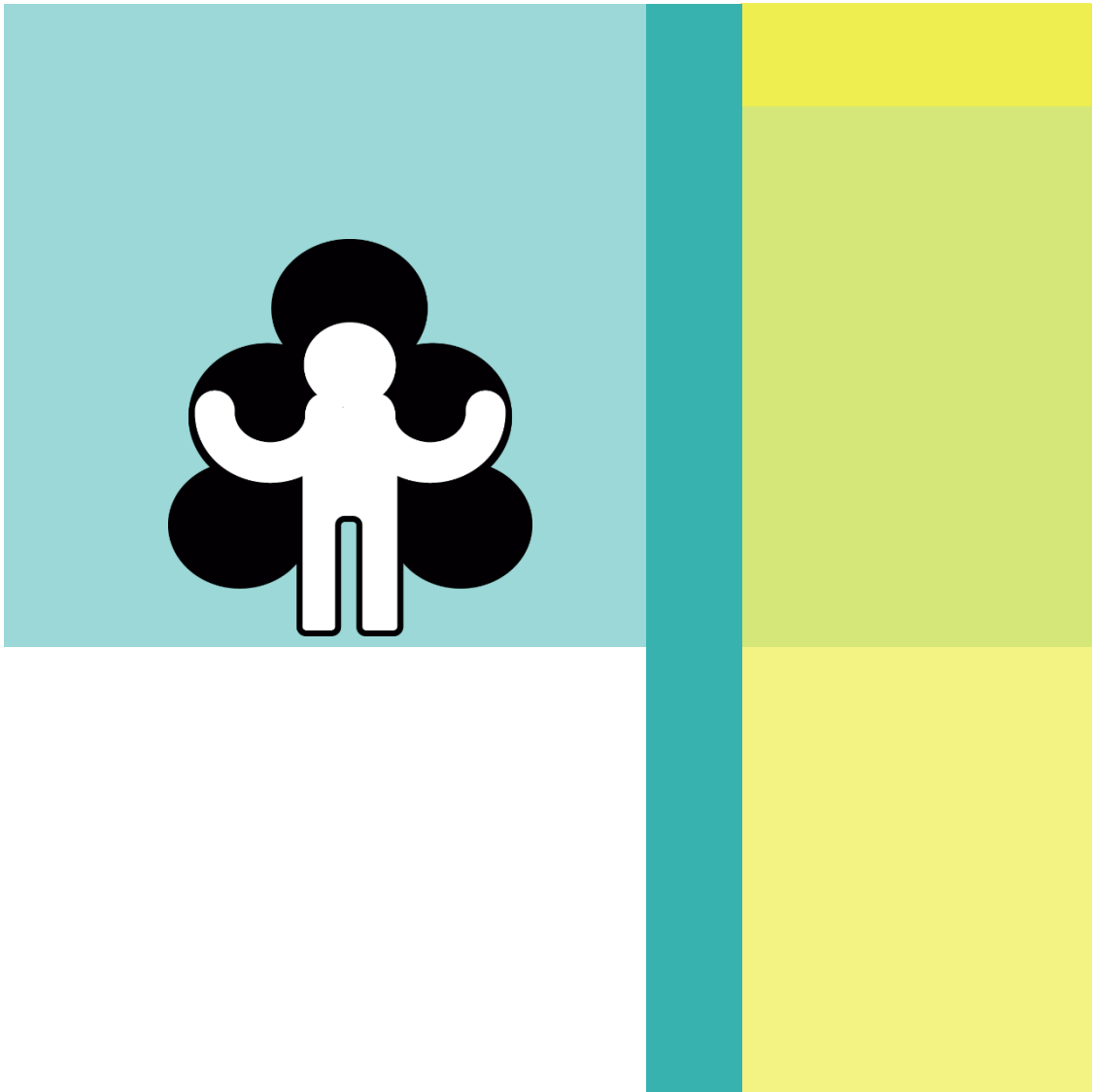


Ashmead School



Mobile Phone Policy

This policy was introduced on date: 01/01/26

This Policy will be reviewed annually and is therefore due for review in Oct 2027

1. Rationale and Context

At **Ashmead Combined School**, we prioritize a safe, focused, and healthy environment for learning. While we acknowledge that older primary pupils (Upper Key Stage 2) may carry mobile phones for safety reasons when walking to and from school independently, the misuse of personal devices during school hours poses significant risks regarding safeguarding, distraction, and cyberbullying.

This policy outlines the strict rules governing mobile phones, smartwatches, and personal devices for **pupils, staff, parents, and visitors**.

2. Pupil Mobile Phone Rules

2.1 Lower School (Reception to Year 4 / Ages 5–9)

- **Strict Ban:** Pupils in Early Years, Key Stage 1, and Lower Key Stage 2 are **not permitted** to bring mobile phones or personal electronic devices to school under any circumstances.

2.2 Upper Key Stage 2 (Years 5 & 6 / Ages 9–11)

Pupils in Years 5 and 6 who walk to or from school without an adult may bring **one mobile phone** to school, strictly under the following procedure:

1. **Arrival Routine:** Upon entering the school grounds in the morning, pupils must immediately switch their phone **OFF** (not on silent/vibrate) and hand it directly to their class teacher.
2. **Secure Storage:** Phones are stored in a locked storage box/cabinet located in the teacher's classroom throughout the day.
3. **Dismissal Routine:** At the end of the school day, teachers return the phones directly to the pupils as they prepare to leave the premises.
4. **School Grounds Rule:** Phones must remain powered off and stored out of sight while the pupil remains on school grounds (e.g., at after-school clubs or while waiting in the playground).

3. Smartwatches and Other Connected Devices

- **Basic Watches:** Standard digital/analog watches are permitted to help children learn to tell time.
- **Smartwatches & Fitness Trackers:** Smartwatches with cellular capabilities, cameras, microphone recording, or internet messaging (e.g., Apple Watch, Gizmo, Gabb Watch) are **strictly prohibited** for pupils during the school day.
- If a smartwatch has cellular/messaging functions, it must be handed in alongside mobile phones in Year 5/6 under the same daily routine.

4. Unauthorised Use and Sanctions

If a pupil is found with a mobile phone or prohibited smart device in their possession during the school day:

- **1st Offense:** The device will be confiscated immediately by the staff member, passed to the Designated Safeguarding Lead (DSL) or Headteacher, and stored securely in the school office. The parent/carer will be contacted and must come to the school office to collect the device in person.
- **Repeated Offense:** The pupil will lose the privilege of bringing a phone to school for a designated period (e.g., one term), and an individual risk assessment/agreement will be put in place with the parents.

Note on Content & Inspections: If there is reasonable suspicion that a confiscated device contains inappropriate images, illegal content, or evidence of cyberbullying involving pupils, the DSL reserves the right to inspect the device or hand it directly to the local police/safeguarding team.

5. Staff, Parent, and Visitor Guidelines

Group	Policy Requirement
Teaching & Support Staff	Personal phones must be kept on silent and stored away in classroom cupboards during contact time. Staff may only use personal phones during non-contact periods of the day, unless previously agreed by the Headteacher (for example, a teacher may be permitted to keep their phone with them if they are expecting an emergency phone call. Personal devices must never be used to photograph or record pupils.
Parents & Carers	Mobile phones must not be used on school grounds or inside the building (e.g., during drop-off/pick-up, assemblies, or sports days) to take unapproved photos or videos of other children.
Visitors & Contractors	Must report to the main office, sign in, and switch phones to silent/vibrate. Use of devices is limited strictly to staff areas.

6. Liability and Loss

The school accepts **no responsibility or liability** for the loss, theft, or damage of any mobile phone or personal electronic device brought onto school property by pupils. Devices brought to school are brought entirely at the owner's risk.

7. Emergency Contacts

If a parent needs to contact their child urgently during the school day, or if a child needs to contact home, this **must always be routed through the main school office** (Tel: 01296484434). Pupils are strictly prohibited from using personal phones to contact parents during school hours.