



Rush Common School Professional Practice Document (“PPD”) for Pupils and Mobile Phones

- Pupils should not bring mobile phones to school without signed authorisation from the Headteacher.
- Only pupils in Year 5 and Year 6 are permitted to bring mobile phones into school following Headteachers authorisation.
- Should there be an emergency and/or exceptional circumstance parents/guardians of younger pupils (not in years 5 and 6) should write to the Headteacher in the first instance seeking permission for their child to have a mobile phone in school.
- If permission is granted the phone must be clearly labelled with the child’s name; it must be switched off as the child enters the school site and given to the class teacher on arrival in the classroom. The class teacher will undertake to store the mobile phone in a safe area.
- The phone must be collected at the end of the school day and must not be switched on until the child has left the school site.
- The phone must not be visible and be kept in a bag or pocket whilst arriving at and leaving the school premises. If it is necessary for the pupil to send an urgent message, whilst on the school site, they must seek permission from a teacher beforehand.
- Where a pupil is found with an unauthorised mobile in school, including in the playground, the phone will be taken from the pupil and placed in the office. Parents will be contacted to collect the phone at the end of school day.
- If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by an appropriate person and the parent contacted.
- If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.
- A record of pupils’ mobile phone numbers will be stored confidentially and securely in school in case they are required for safeguarding purposes.
- Parents are advised that Rush Common School accepts no liability for the loss or damage to mobile phones which are brought into the school.
- Mobile phones are not allowed on trips or residential.
- Additional information can be found in Rush Common School’s Safeguarding and Child Protection policy and Anti-bullying Policy.

Review of this PPD

The Leadership Team reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the Leadership Team September 2023

Signed: *Kristen Fawcett*

Headteacher

Review Date: September 2026