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Tuesday, 17th October 2023

Mobile Phones in Upper Key Stage Two

Dear Parents and Carers,

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others if used without the proper oversight. Therefore, within our Mobile Phone Policy (in which can be found attached to this letter), **only** pupils who are in Year Five and Year Six who have permission to walk home on their own are permitted to bring mobile phones into school. All other pupils who have adults dropping off or collecting them have no need to bring a mobile phone, or if they do, this can be left with their parent/carer at drop-off and not brought into school.

Where a child in Year Five or Six has permission to walk home on their own and the child brings in a mobile phone, the phone must be switched off and handed in to the class teacher first thing in the morning and collected from them by the child at home time. Where a pupil attends an after-school club, the class teacher will hand the device to the club leader/s at the end of the day in order to pass to the pupil once the club finishes.

Mobile phones brought to school without permission will be confiscated and returned at the end of the day. The school accepts no liability for the loss/damage of any personal equipment whilst on the school premises.

I wish to draw to your attention the following key points from the policy:

- The camera on the phone is never to be used by a child to take photographs or videos of another child whilst on the school premises which is then published on the internet (including social media).
- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff, this will be regarded as a serious offence and serious action will be taken according to the school's Behaviour and Anti-Bullying Policies.
- If images of other pupils or staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of staff and the child's parents/carers.
- Should parents/carers need to contact pupils in an emergency, or vice versa, this should be done following the usual school procedures – Either via phone using 01296 326320 or via email to admin@greenridgeacademy.co.uk.
- Where a pupil is found by a member of staff to be using, or in the possession of a mobile phone, the phone will be taken from the child and returned only to the parent/carer.

- The right to bring mobile phones onto school premises will be revoked if a pupil fails to adhere to school policy.

I must also stress that where mobile phones are used in or out of school to bully or intimidate others, then the school does have the power to intervene '*to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site*', and this would be dealt with via the school's Behaviour and Suspensions Policies.

A mobile phone usage agreement is signed by parents/carers and is held on file to confirm that your child will be adhering to our expectations. Whilst some parents/carers may have already signed the agreement, we will be sending another copy home with the children today, as we feel this is a good opportunity to remind all parents/carers and pupils of our expectations so that everybody is clear.

If you have any questions in the meantime, please do speak to your child's class teacher.

Yours faithfully,



Mr. Aaron Wanford
Headteacher