

Ballifield Primary School

Mobile Phone Policy for Pupils

Effective from: April 2026

Policy approved by: Governing Body
Date approved: April 2026
Date of next review: April 2027
Policy owner: Headteacher

1. Why do we have this policy?

At Ballifield Primary School, we want to create the best learning environment for you. We want you to:

- ✦ **Focus on your learning** and do your best work
- 👥 **Spend time with your friends** face-to-face
- 🎮 **Play and have fun** at break times and lunch times
- 🛡️ **Stay safe** from things that might upset or worry you
- 😊 **Feel happy and calm** at school

Mobile phones can sometimes:

- Distract you from learning
- Stop you from playing with friends
- Make you worried or upset
- Be used to be unkind to others

This is why we have rules about mobile phones at school.

2. The main rule

Mobile phones are not allowed at Ballifield Primary School.

This means:

- ✗ Don't bring your mobile phone to school
- ✗ Don't use your phone at school
- ✗ Don't have your phone switched on at school

When does this rule apply?

- During lessons
- At break times
- At lunch times
- At breakfast club and after-school clubs

3. What about Year 6 pupils who walk to school alone?

If you're in **Year 6** and you walk to and from school without a grown-up, you might be allowed to bring a phone for your journey.

But you MUST:

- Get permission from the headteacher first (your grown-ups need to fill in a form)
- Give your phone to the class teacher as soon as you arrive
- Leave it there all day
- Collect it at 3:15pm when school finishes

You cannot:

- Keep your phone with you during the day
- Use it at break time or lunch time
- Check it during the school day

4. Special circumstances

Some children might need a phone because:

- They have a medical condition (like diabetes)
- They have a disability
- They have special family circumstances

If this applies to you, your grown-ups need to talk to the headteacher first.

5. What if I need to contact my family?

If you need to call home:

- Tell your teacher or another adult
- They will help you use the school office phone
- We will always help you contact your family if you need to

If your family needs to contact you:

- They should call the school office on **0114 2697557**
- We will give you the message straight away

6. What happens if I bring a phone to school?

We understand that sometimes mistakes happen, but it's important to follow the rules.

First time:

- A teacher will take your phone
- We will keep it safe in the school office
- Your grown-ups will be called
- They will need to collect it at the end of the day
- You will get a warning

Second time:

- A teacher will take your phone
- Your grown-ups will be called to collect it
- You will get a written warning
- We might have a meeting with your grown-ups

Third time and after:

- A teacher will take your phone
- Your grown-ups will be called to collect it
- There will be other consequences
- We will have a meeting with your grown-ups and the headteacher

7. What about school trips?

Ballifield do not allow school phones on a school trip or visit.

8. What about smart watches?

Smart watches that can:

- Send or receive messages
- Make phone calls
- Take photos or videos

...follow the same rules as mobile phones. You shouldn't bring them to school.

9. How can you help?

You can help make our school a great place by:

Following these rules

Talking to your grown-ups about why we have these rules

If you see another pupil with a phone, tell a teacher – you're not being a tell-tale, you're helping keep everyone safe

If you're worried about something you've seen online (even on your phone at home), always tell a trusted adult – you won't get in trouble for telling us

10. Remember

These rules are here to:

- Keep you safe
- Help you learn
- Make sure you have fun with your friends

If you have any questions about these rules, you can talk to:

- Your class teacher
- Any other adult in school
- The headteacher

This policy starts in April 2026

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