

MANSTON PRIMARY SCHOOL



Phones in School Policy Addendums January 2026

Manston Primary is committed to safeguarding and promoting the well-being of all children and expects our staff and volunteers to share this commitment

Policy reviewed by: James Clay

Review Date: January 2028 [or earlier if deemed necessary]



CONTEXT AND STATUTORY GUIDANCE

This set of addendums has been introduced to make the school's expectations around mobile phone use explicit, consistent and fully aligned with updated Department for Education guidance.

The school has reviewed its approach in line with the DfE guidance, set clear rules for possession, storage and sanctions, and ensure policies are underpinned by safeguarding, wellbeing and behaviour considerations.

The procedures set out below are already in place in school, and have been for a number of years, and are working well.

These addendums reflect updated guidance and confirm Manston Primary School's position that mobile phones must not be accessible to pupils during the school day, except where directly instructed and supervised by staff.

BEHAVIOUR POLICY ADDENDUM – Mobile Phones

School: Manston Primary School, Leeds

Date of Addendum: January 2026

Review Date: Bi-annually [or earlier if legislation required]

This addendum should be read alongside the Behaviour Policy, Child Protection and Safeguarding Policy, Online Safety Policy and Acceptable Use Policy.

1. Scope and Application

This addendum applies to all pupils at Manston Primary School. The school serves pupils aged 5–11. Mobile phone possession is permitted only in the limited circumstances set out below.

2. Mobile Phone Rules

- Only Upper Key Stage 2 pupils (Years 5 and 6) who walk to and from school independently may bring a mobile phone.
- Mobile phones must be turned off before pupils enter the school grounds.
- Phones must be handed to the class teacher immediately on arrival each morning.
- Phones will be stored securely in locked cupboards within classrooms for the duration of the school day.
- Phones will be returned to pupils at home time.
- No pupil use of mobile phones is permitted during the school day, including lessons, break times and lunch times, unless explicitly instructed and directly supervised by a member of staff.

- Phones are brought entirely at the owner's risk. The school does not hold insurance for pupil-owned devices.
- Phones must be clearly identifiable by case, label or sticker.

3. Rationale

The school recognises the safeguarding, wellbeing and learning risks associated with mobile and smart technology, including:

- Exposure to inappropriate online content.
- Cyberbullying and online harassment.
- Child-on-child abuse facilitated through digital communication.
- Distraction from learning and reduced social interaction.

This approach supports a calm, focused learning environment and aligns with Keeping Children Safe in Education (2025) expectations.

4. Progressive Sanctions

- First offence: Reminder and clear warning.
- Subsequent offences: Mobile phone confiscated and returned only to a parent or carer.

5. Confiscation Procedure

- Any mobile phone found in breach of this policy will be confiscated by a member of staff.
- The phone will be switched off, clearly labelled, and stored securely in a locked cupboard or the school office.
- A parent or carer will be informed and required to collect the device from school.

6. Consistent Enforcement

All staff are responsible for enforcing this policy consistently across classrooms, corridors, playgrounds, lunch and break times.

7. Linked Policies

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Online Safety Policy

- Acceptable Use Policy

SCHOOL COMMUNICATION POLICY ADDENDUM – Mobile Phones

School: Manston Primary School, Leeds

Date of Addendum: January 2026

Review Date: Bi-annually [or earlier if legislation required]

This addendum should be read alongside the School Communication Policy, Child Protection and Safeguarding Policy, Online Safety Policy and Acceptable Use Policy.

1. Purpose

This addendum clarifies communication expectations relating to pupil mobile phones and ensures consistent, safe practice for all families.

2. Emergency Contact Procedures

- Parents and carers must not contact pupils directly on mobile phones during the school day.
- All urgent communication must go through the school office.

School Office Hours: 8:30am–4:00pm

Telephone: 0113 264 5445

- In an emergency, pupils will contact parents or carers via the school office or under staff supervision.

3. Exceptional Circumstances

Exceptional circumstances where a pupil may request to bring a mobile phone into school will not be routinely granted.

Any request will be considered on an individual basis.

Alternative solutions will be prioritised, including the use of a school-owned or school-managed device.

4. Communication with Parents and Carers

- Parents and carers will be informed if a pupil breaches the mobile phone rules.
- Where confiscation occurs, parents and carers will be contacted and required to collect the phone.

5. Walking to and from School

The school recognises that some pupils walk independently. These arrangements are agreed between parents and carers and the school.

6. Insurance and Liability

The school accepts no responsibility for loss, damage or theft of pupil-owned mobile phones.

7. Communication and Awareness

The policy will be shared through Meet the Teacher meetings, newsletters, the school website and regular reminders.

PUPIL ACCEPTABLE USE AGREEMENT – Mobile Phones (Years 5 and 6)

School: Manston Primary School, Leeds

Date of Addendum: January 2026

Review Date: Bi-annually [or earlier if legislation required]

WHY DO WE HAVE THESE RULES?

- keep everyone safe
- help everyone learn without distractions
- look after everyone's wellbeing

MY MOBILE PHONE AGREEMENT

I agree that:

- I will only bring a mobile phone if I walk to and from school independently.
- I will turn my phone OFF before I enter the school grounds.
- I will hand my phone to my class teacher as soon as I arrive.
- I understand my phone will be locked away safely during the school day.
- I will not ask for or use my phone during the school day.
- I will only use my phone if a teacher tells me to and supervises me.
- I understand my phone is my responsibility and the school does not insure it.

- I will make sure my phone is easy to identify.

WHAT HAPPENS IF I BREAK THE RULES?

- First time: reminder and warning.
- Next time: phone taken and parent or carer must collect it.

AGREEMENT

Pupil name:

Pupil signature:

Date:

Parent or carer name:

Parent or carer signature:

Date: