



Tadley Primary School
learning for life

Mobile Phone Policy

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Our Vision

At Tadley Primary School, we are passionate about equipping our children with the personal characteristics and educational outcomes for their successful futures. Our vision for each child is to develop an active curiosity of their world, discover their own interests and talents, and grow in their own confidence and love of learning. We do this by providing children with an irresistible invitation to learn through our knowledge-rich and diverse curriculum.

Learning for Life the Tadley Way! **Pride Kindness Diversity Community**

This policy provides clear guidance on the use of mobile phones/ smartwatch in school by staff and pupils.

Introduction

This policy provides guidance on the appropriate use of personal mobile phones by members of staff and pupils.

Tadley Community Primary School has a clear policy on allowing pupils to bring mobile phones smartwatch / into school, and this policy makes explicit reference to smartphones/ mobile phones.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

Risks to child protection

Data protection issues

Potential for lesson disruption

Risk of theft, loss, or damage

Appropriate use of technology in the classroom

Staff Policy

Staff use of mobile phones during their working school day should be:

- Outside of their contracted hours unless given explicit permission to use one during the school day for example to take a doctor's call; on a school trip; or if you are supporting a dysregulated child and need to call for help.
- Discreet and appropriate e.g. **Not in the presence of pupils**

Mobile phones should be switched off or put on silent and left in a safe place during lesson times (e.g. coat pocket, bag, etc). They should have a locked screen passcode on at all times. **SLT are permitted to have use of a mobile phone where necessary/appropriate.**

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with the parent of a pupil, a school

telephone should be used (unless in emergency e.g. school trip/sports fixture etc) and then staff should withhold their number.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to smartphones, a member of staff should not use their phone to photograph a pupil(s) or allow themselves to be photographed by a pupil(s). If a phone is used for a school purpose the image should be stored on the school sharepoint and removed from the staff member's device.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.

Staff should understand that failure to comply with the policy is likely to result in disciplinary procedures.

- Staff should take their mobile device outside with them for PE lessons, outdoor learning or school trips to allow contact from the office.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Where possible refrain from using their phones to contact parents.
- If necessary, contact must be made via the school office Under extenuating circumstances
- Teaching Staff will ensure that their caller ID is hidden when contacting parents/carers

Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day. This means:

Not taking pictures or recordings of pupils without permission

Using any photographs or recordings for personal use only, and not posting on social media without consent

Not using phones in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

Use their phone to make contact with other parents

Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day.

When signing in on arrival to the school, parents, volunteers and visitors must agree to and adhere to the Visitor Statement of Confidentiality & Use of mobile phones in our school statement displayed at Reception. (see appendix 2)

Pupil Policy

In line with Basingstoke's smartphone-free approach for children in schools from September 2026, **smartphones are not permitted on the school site under any circumstances**. Tadley Community Primary School strongly encourages families to delay the use of smartphones until children are older and is committed to creating a focused, safe and distraction-free learning environment.

We recognise that some parents may feel it necessary for their child to carry a **basic mobile phone (non-internet enabled)** if they walk to and from school without adult supervision. In such cases, pupils may bring a basic mobile phone **only with prior written permission from a parent/carers**. Smartwatches that enable messaging, internet access, photography or video recording are not permitted.

Where permission has been granted for a 'brick' phone, the mobile phone must be **switched off** and **handed in to the school office at the start of the day**, where it will be safely stored. Phones may be collected from the school office at the end of the school day. All devices must be clearly labelled. Parents are advised that Tadley Community Primary School **accepts no responsibility for loss or damage** to any phone brought onto school premises.

If a pupil is found to have a **smartphone** or an **unauthorised mobile phone or smartwatch** on the school site, the device will be confiscated immediately and held securely in the school office. Parents/carers will be informed and will be required to collect the device from school. Continued breaches of this policy may result in further action under the school's Behaviour and Relationships Policy.

If a pupil is found using any mobile device during the school day without permission, the device will be confiscated and returned in accordance with the procedures above. Repeated incidents may result in the withdrawal of permission for the pupil to bring any mobile phone onto the school site.

The use of mobile phones or smart devices to take photographs, record video or make audio recordings of pupils or staff is **strictly prohibited**. Any such incident will be treated as a **serious breach of school rules** and dealt with in line with the Behaviour and Relationships Policy and, where appropriate, Safeguarding procedures. Devices will not be returned until any images or recordings have been deleted in the presence of a member of staff.

Parents are encouraged to discuss responsible communication with their child, including the risks associated with messaging and online interactions, particularly in relation to bullying and safeguarding.

Should parents need to contact their child during the school day, or if a child needs to contact home, this must be done **through the school office**, following normal school procedures.

This policy supports the school's **Health and Safety, Anti-Bullying, Child Protection and Internet Acceptable Use Policies**.

[Smartphone Free Childhood](#)

[Mobile phones in schools - GOV.UK](#)

Appendix 1:

New Smartphone Rules



Headteachers across Basingstoke schools are supporting a national movement to change culture, reclaim childhood, and improve the futures of our children. There are new school rules in place to help bring about this much needed change, to keep our children safe. Did you know...

50%

of UK 12 year-olds have seen hardcore pornography online

46%

of teens say they use their phones "almost constantly"

24%

of UK 17 year-olds have self-harmed in the prior 12 months

237

the average amount of notifications teens receive per day

84%

of bullying of children who have smartphones now takes place online

43%

of US teenagers waking minutes are spent on screens

What are we losing?



Less time playing, reading & exercising



Less social interaction and face to face communication

What can parents do now?

Join thousands of other parents across Basingstoke and the UK by signing the [Smartphone Free Childhood Parent Pact](#). What are you signing up to? **Not buying your child a smartphone until the end of Year 9.**

What's a brick phone?

They are **not internet enabled** but still allow calls and texts. They are cheap to buy, too ([Amazon](#), [Argos](#)). No data needed for your SIM card. [ASDA mobile](#) sell these, for example.

Famous parents have signed the Pact!



What are the new school rules? How can I find out more?

School rules are changing. From September 2025, **only** Year 6 pupils can bring a smartphone to school, and hand them into the school office on arrival. From September 2026, no pupils can bring a smartphone in to school. What's the alternative for Years 5&6 pupils? Only brick phones are allowed. Remember, no phones for those in Years R-4.

Join our free parent webinars – you won't want to miss it!
[Click here](#)

Appendix 2:



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Name of Child:

Class:

I give permission for my child to take his/her mobile phone to school.

- On arrival at school, mobile phones must be switched off and handed to school office staff. Silent or discreet settings are not acceptable.
- My child must sign the phone in and out of school at the beginning and end of the school day.
- The school cannot take responsibility for the replacement of damaged, lost or stolen phones.

Signed

Date

Print Name

Relationship to Child

Appendix 3:

Visitor Statement of Confidentiality & Use of mobile phones in our school

All visitors and volunteers are required to review the following statement relating to confidentiality.

By signing in today you agree to abide by this statement.

I recognise that, during the course of my visit today, at certain times I may have access to a range of personal information.

I agree to only discuss information relating to Tadley school and its stakeholders on a 'need to know' basis and I agree not to post or share information online through any means, including all areas of social media (for example Facebook, X, BlueSky or Instagram) which relates to any individual stakeholders or brings the school into disrepute.

I agree to

- keep my mobile phone/smart watch on silent/vibrate while on the school grounds. and place in the classroom cupboards
- not to use my phone where pupils are present.

If you must use your phone, you may go to the school office I will not:

- take photos or recordings of pupils or staff
- use my phone in lessons, or when working with pupils The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office. Should I have any questions or concerns regarding this I understand that I should speak to the school office/headteacher.