

St. James CE Primary School



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Mobile Phone Policy

Flourish
Respect Courage
Friendship Develop
Strong Growth
Community StJames' Strive
God Trust Kindness
Freedom Unique Perseverance
Deep Roots Positivity
WholeChild
Responsibility

Statement of Vision and Values

In consultation with pupils, parents, governors, community members and staff our vision and values were generated based on our inspiration from the Parable of the Sower and how this links to our children and their journey with us.

Our School Vision:

Within our community we strive to develop deep **roots**, strong **growth** and freedom to **flourish** as a unique and whole child of God.

Matthew 13 - The Parable of the Sower – ‘... but the seed falling on good soil refers to someone who hears the word and understands it.produces a crop, yielding a hundred, sixty or thirty times what was sown.’



Values

We decided at St James CE Primary School that **Kindness and Respect** are values which we feel underpin our vision and are incorporated in all we do and say – so therefore these two values will be taught alongside all the other six values we have chosen.

½ termly focus	Value
Autumn 1	Responsibility
Autumn 2	Friendship
Spring 1	Perseverance
Spring 2	Trust
Summer 1	Courage
Summer 2	Positivity

St James' CE Primary School is committed to the safeguarding of our pupils and staff.

St James' CE Primary School Mobile Phone Policy

Introduction

At St James' CE Primary School, the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school, and whilst with children, has been drawn up in the best interests of pupil safety and staff professionalism.

Pupils

Pupils may bring their phones into school with written permission from their parent or guardian and only in extenuating circumstances (ie; if a child is walking to and from school on their own.) Children who do bring in mobile phones must hand them into the school office every morning before 8:45am. These will then be stored in labelled wallets in the office. At the end of the day, the child will collect their phone from the office to take home.

All mobile phones must be **switched off** when handed in - **not** on silent or vibrate. If phones go off in the office on more than one occasion parents/carers will be contacted and asked to collect the phone from the school. This is due to the fact that mobile phone ringtones or alarms going off in the office disrupt the administrative staff while they are working.

If a pupil is found by a member of staff to be in possession of a mobile phone in school, they will be asked to hand it into the office and can collect it at the end of the day. Should a child continue to bring a mobile phone into school without written permission from their parent or guardian the phone will be confiscated and a parent/carers will be contacted to collect it from the school.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers it will be regarded as a safeguarding issue and disciplinary action will be taken in accordance with our behaviour policy. 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 the pupil in the presence of a senior teacher. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils.

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Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Parents should be advised that St James' CE Primary School accepts no liability for the loss or damage to mobile phones which are brought onto school property.

Staff

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

- outside of their contracted hours
- discreet and appropriate eg: not in the presence of pupils

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen. 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 a pupil, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

Parent, Visitors or Volunteers In School

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day etc and of their own children. Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera/ipad. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

Policy Updated: April 2023

Policy Review: April 2025

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