

## Mobile Phones / Personal Electronic Devices & Tablets (Children) CSGJS

Children are not permitted to have mobile phones or personal electrical devices such as iPods etc. in school other than in exceptional circumstances. If permission is granted, by the Head Teacher, for a phone to be brought in to school it should be handed in to the School Office at the beginning of the school day and collected at the end of the school day.

*Exceptional circumstance 1:* - In the rare event of a parent wishing for his/her child to bring a mobile phone to school (such as when a child is travelling to or from school on their own)

*Exceptional circumstance 2:* – if a child needs to have a personal electrical device for use as part of a performance this should be agreed with the class teacher/activity organiser prior to bringing the device into school. The device should be handed into the school office by 8:50am and collected for the activity then returned to the school office for collection at the end of the day.

Parents/carers are requested that in cases of emergency they always contact the school first. This ensures that staff are aware of any potential issue and may make the necessary arrangements.

Mobile phones or tablets must be switched off whilst on the school premises. Mobile phones or tablets should not be used in any manner or in any location that could cause disruption to the normal routine of the school and phones should not be used to take photographs of either pupils or staff in school (this applies to adult helpers and volunteers as well).

Pupils should protect their phone numbers by giving them only to close friends and family. This will help protect the pupil's number from falling into the wrong hands and guard against insulting, threatening or unpleasant communications. It is strongly advised that pupils use passwords and/or pin numbers.

The school accepts no responsibility for pupils who lose their devices or have their mobile phones or tablets stolen while on school premises.

Pupils should mark their mobile phone, or device, clearly with their full name.

Mobile phones or tablets brought into school without permission will be confiscated. The parent/carer will be informed and the phone must be collected from school by the parent/carer.

Please contact Mr Haywood if you have any questions on the above.

(Version September 2024)

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### Request for permission to bring a mobile phone/ tablet to school – 2024-2025

Dear Mr Haywood / Mrs English

I request permission for ..... of Class ..... to bring a mobile phone into school for the following reason: .....  
.....  
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I have read and understood the above guidelines, and will ensure that my child follows these guidelines. I am aware that the phone is in school at the owners risk and that the school is not liable for any damage or loss.

Name of Parent: ..... Signed: .....

Date: .....

*Permission granted by Mr Haywood or Mrs English – Yes / No Date: .....*

*Slip to be retained in the School Office – contact parent if permission is not granted*