

# Breckon Hill Primary School

## Mobile Phone Gate-Collection Policy



	Term	Year
Last Review/Policy Adopted	Summer term	2026
Next Review Date	Summer term	2027
Lead	Headteacher and DSL	

## 1. Purpose & Rationale

At our school, we are dedicated to creating a safe, focused, and vibrant learning environment. Rapidly evolving digital landscapes present unique challenges to primary-aged children.

This policy exists to achieve three core objectives:

- **Maximising Academic Focus:** Eliminating digital distractions ensures pupils remain fully engaged in their learning, social development, and physical play.
- **Protecting Teaching Time:** Moving the management of mobile devices away from classrooms frees our teaching staff from the administrative burden of policing technology.
- **Robust Safeguarding:** Preventing active devices on school grounds eliminates the risks of unsupervised internet access, peer-on-peer abuse, and unauthorised photography or filming.

## 2. Scope

This policy applies strictly to all pupils enrolled at our primary school.

- **General Blanket Ban:** Pupils in **Nursery through to Year 4** are strictly prohibited from bringing mobile phones or internet-connected smartwatches onto the school premises under any circumstances. These pupils must be collected by a responsible adult, removing any practical necessity for a personal communication device.
- **Year 5/6 Exception:** **Year 5/6 pupils** who have formal, written parental permission to walk to or from school independently are permitted to bring a mobile phone to school. However, this device is permitted solely for transit safety and must be surrendered at the school gates. Year 5/6 pupils are not permitted to bring internet-connected smartwatches onto the school premises under any circumstances.

## 3. The Morning Collection Procedure

To ensure classrooms remain completely phone-free, the collection process happens entirely at the school perimeter before the school day begins.

- **Step 1 (Power Down):** Before crossing the school gate line, the pupil must completely power off their mobile device.
- **Step 2 (Handing the Phone In):** A staff member will be stationed at the main school gates every morning from 08:35 to 08:50. The pupil must immediately approach the staff member and hand over their phone.
- **Step 3 (Logging):** The SLT member will place the phone into an individual, envelope with the individual pupil's name and registration class.
- **Step 4 (Transfer):** At 08:40, the gate collection container is sealed by the SLT member and taken directly to the main school administrative office.

## 4. The Afternoon Return Procedure

Devices will be returned to pupils using a strictly managed process at the end of the school day to maintain order and security.

- **Step 1 (Dismissal):** Year 5/6 pupils who walk home alone will be dismissed from their classrooms at 3pm as usual. They will walk directly to the main entrance exit gate.
- **Step 2 (Handover):** A staff member will be positioned at the exit gate with the phone container.
- **Step 3 (Verification):** The staff member will physically hand the matching, named protective wallet back to the correct pupil, the pupil will sign for it.
- **Step 4 (Off-Premises Activation):** Pupils are strictly forbidden from opening or turning on their mobile phones until they have fully crossed the school gate line and are outside school property.

## 5. Storage & School Liability

The safety and security of surrendered property are handled with the utmost seriousness.

- **Storage:** All collected mobile devices are stored throughout the school day inside a locked, cupboard. This area is restricted to staff members only.
- **School Liability:** While the school takes every reasonable precaution to store devices securely, mobile phones are brought onto the premises entirely at the owner's risk. The school, its staff, and the governing body accept no financial liability for the loss, theft, or damage of any mobile phone brought to school under this policy. Parents are strongly advised to ensure any transit devices are covered under their own personal home contents insurance policies.

## 6. Sanctions for Non-Compliance

Failing to surrender a mobile device at the gate compromises school safeguarding. If a pupil is found with a mobile phone inside the school boundaries or classroom, the following graduated sanctions will apply:

- **First Offence:** The phone will be immediately confiscated by the class teacher and taken to the Headteacher's office. The phone will **not** be returned to the pupil at the end of the day. A parent or carer must physically come to the school office to collect the device. A formal warning will be logged on the pupil's behaviour record.
- **Second Offence:** The phone will be confiscated and held in the school safe. A mandatory meeting between the parents, the pupil, and the Headteacher will be scheduled. The pupil's privilege to bring a device to school for transit will be suspended for a period of two school weeks.
- **Third Offence:** The pupil will be permanently banned from bringing any mobile device onto the school grounds for the remainder of the academic year. Alternative transit safety arrangements must be made by the family.

## 7. Parental Agreement

For a Year5/ 6 pupil to carry a phone to school, parents/carers must sign and return our **Mobile Phone Permission Form**, confirming compliance with the following mandates:

- I confirm that my child has formal permission to walk to and from school entirely independently.
- I accept that the school takes zero financial responsibility for the loss, damage, or theft of the device.
- I agree that my child must surrender their fully powered-down phone at the school gate to an SLT member every morning.
- I understand that if my child violates this policy, the device will only be released directly to an adult clawed back from the office.
- I agree to speak with my child about digital safety and the strict boundaries regarding phone usage directly outside the school gates.

This policy will be reviewed at least annually.

## Mobile Phone Agreement Permission Form

### Pupil and Parent Information

- Pupil's Full Name:
- Year 5/6 Class / Registration Group:
- Parent/Carer Full Name:
- Contact Telephone Number:

*Please read and tick each box to confirm your understanding and agreement.*

- **Walking Alone**  
My child has permission to walk to and from school by themselves. They only need a phone for safety during their journey.
- **Morning Handover**  
My child must turn off their phone before entering the school. They must hand it to the teacher at the gate straight away.
- **Afternoon Return**  
Teachers will hand the phones back at the gate at home time. My child will not turn the phone on until they leave the school grounds.
- **Lost or Damaged Phones**  
The school will lock the phones away safely. However, we bring the phone at our own risk. The school will not pay for lost, stolen, or broken phones.
- **Breaking the Rules**  
If my child hides a phone in class, teachers will take it away. A parent or carer must come to the school office to collect it.

### Signature

I agree to discuss these rules, digital safety, and responsible phone use outside the school gates with my child.

- Parent/Carer Electronic Signature:
- Date: