



Education Trust

Inspiring the individuals of today, for a better society tomorrow

“Aspire, Belong, Collaborate”

MOBILE PHONE POLICY

Review Frequency	Annual
Reviewed	June 2026
Next Review	July 2027
Agreed by Trustees	17 th July 2026

INTRODUCTION & CONTEXT

Riviera Education Trust ("The Trust") recognizes that digital technology plays an important role in modern life. However, our primary duty of care is to ensure a safe, focused, and distraction-free learning environment that promotes the physical, social and emotional well-being of our pupils.

As a Trust catering **exclusively to primary school-aged children**, we believe that the physical presence of mobile phones during the school day poses unnecessary risks to safeguarding, peer-to-peer interactions, and academic engagement. This policy outlines clear boundaries regarding mobile devices across all academies within the Trust.

Rationale & Unaccompanied Walking

The Trust strongly discourages independent travel to and from school for younger children. In alignment with standard safeguarding guidelines:

- Children in **Early Years Foundation Stage (EYFS), Year 1, Year 2, Year 3, and Year 4** are not permitted or encouraged to walk to or from school unaccompanied by a responsible adult.
- Consequently, there is no justifiable logistical or safety requirement for pupils in these year groups to possess a mobile phone on their journey.
- **Therefore, mobile phones are strictly prohibited for all pupils below Year 5.** No exceptions will be made based on standard journeys.

REGULATIONS FOR YEAR 5 AND YEAR 6 PUPILS

The Trust recognizes that as pupils transition into Year 5 and Year 6, some parents may grant permission for them to walk to or from school independently to foster responsibility ahead of secondary school transitions. Where a pupil walks unaccompanied, they may bring a mobile phone to school subject to the following strict conditions:

- **Parental Consent:** A completed and signed *Parental Consent Google Form for Mobile Devices* (example attached below) must be submitted to the individual school administration office prior to the phone being brought onto school grounds.
- **Immediate Hand-In:** Upon arrival at school, the pupil must immediately turn off their phone (power completely off, not on silent or vibrate) and hand it to their classroom teacher or designated staff member.
- **Secure Storage:** All mobile phones will be stored securely in a **locked box, drawer, or cupboard within the classroom** for the duration of the school day. The school *may* require devices to be named / labelled.
- **End of Day Collection:** Devices will be returned to pupils by the class teacher at the end of the school day. They must remain switched off and inside bags until the child has exited the school gates.

Disclaimer on Liability: The individual academy and the Trust accept no responsibility or liability for the loss, theft, or damage of any mobile phone brought onto the premises under this allowance. Devices are brought to school entirely at the owner's risk.

HEADTEACHER DISCRETIONARY ALLOWANCE

The Trust understands that exceptional, unforeseen personal or medical circumstances may arise. The Headteacher of each individual academy retains absolute discretion to grant temporary or permanent special dispensation for a pupil outside of the normal Year 5/6 framework to walk to school or to bring a device to school.

Any such arrangement must be requested in writing by the parent/carer, detailing the exceptional circumstances. If approved, a bespoke management plan will be agreed upon, and the device will remain subject to the secure storage protocols detailed in Section 3.

MISUSE AND CONTRAVENTION OF POLICY

The use of mobile phones by pupils anywhere on the school site—including playgrounds, corridors, fields, and during wrap-around care (Before/After School Clubs)—is strictly prohibited.

Any unauthorized possession or use of a mobile phone will be treated as a direct breach of the school's **Behaviour Policy**. The following staging of consequences will apply:

- **First Offence:** The device will be confiscated immediately by staff and placed in a secure, locked location. The pupil may collect it at the end of the day, and a formal notification will be sent to the parents.
- **Second Offence:** The device will be confiscated and will **only** be released directly to a parent/carer. A formal meeting will be scheduled with the class teacher.
- **Subsequent Breaches / Serious Misuse:** If a pupil repeatedly breaches this policy, or uses a phone to capture imagery, video, or access inappropriate content on site, **the permission to bring a mobile phone to school will be permanently rescinded**. Further sanctions may be applied in line with the school's Behaviour and Safeguarding policies.

Our Mobile Phone Agreement

A Quick & Friendly Guide for Parents and Children

At our school, we want to make sure everyone is safe, happy, and focused on learning and playing with their friends. Because we are a primary school, our rules about mobile phones are very simple!

Children in EYFS, Year 1, Year 2, Year 3, and Year 4

Children in these year groups must always be brought to school and collected by an adult. Because you are looked after on your journey, **you do not need a mobile phone and are not allowed to bring one to school.**

Children in Year 5 and Year 6

If you are in Year 5 or 6 and your parents have given you permission to **walk home completely on your own**, you may bring a phone for the walk, but you must follow these rules:

- Your parent must sign and return our school permission form first.
- As soon as you walk into the school grounds, turn your phone **completely off**.
- Hand it straight to your teacher, who will lock it away safely in a cupboard or drawer.
- You will get your phone back at the very end of the day when you leave.

What happens if a phone is used at school?

Phones must never be turned on or seen anywhere on the school grounds (including the playground or after-school clubs). If a phone is seen or heard, a teacher will take it away to keep it safe until an adult can collect it. If someone breaks the rules more than once, they will lose the right to bring their phone to school at all.

Year 5 & 6 Mobile Phone Parental Consent Form

Please complete and return to your school's administration office before bringing a device to school.

- Pupil's Full Name: _____
- Class / Year Group: _____
- Riviera MAT Academy Name: _____
- Device Details (Make/Model if known): _____

Parental Declaration & Agreement

Please tick each box to confirm your agreement:

- ☐ I confirm that my child has permission to walk to/from school unaccompanied.
- ☐ I understand that the phone must be switched off and handed to the class teacher immediately upon arrival.
- ☐ I accept that the school and Trust bear no responsibility for loss, damage, or theft of the device.
- ☐ I understand that any breach of this policy will result in sanctions under the Behaviour Policy, and permission to bring the phone may be permanently withdrawn.

Parent/Carer Signature: _____ Date: _____

Pupil Commitment

To be signed by the pupil to show they understand and agree to follow the school rules:

- I agree to keep my phone turned off and hand it to my teacher as soon as I arrive at school.
- I understand that I am not allowed to use my phone at all while on school property.

Pupil Signature: _____ Date: _____





Riviera
Education
Trust

OUR MOBILE PHONE POLICY

BE READY – BE RESPECTFUL – BE SAFE



Our priority is a safe, focused and distraction-free learning environment for every child.

1 WHO CAN BRING A PHONE?



No phones allowed for children in EYFS, Year 1, Year 2, Year 3 and Year 4.

Children must be dropped off and collected by an adult.



YEAR 5 AND YEAR 6

May bring a phone only if they walk to / from school unaccompanied AND parental consent has been given.

2 YEAR 5 & 6 RULES



Parental consent form must be completed before bringing a phone to school.



Turn phone completely off before coming onto the school site.



Phone will be stored securely in the classroom all day.



You will get your phone back at the end of the school day.

Phones must stay off and in bags until you have left the school gates.

3 WHY WE HAVE THIS POLICY



Keeps everyone safe.



Supports positive friendships and wellbeing.



Helps us stay focused on learning.

The school and Trust cannot accept responsibility for loss, theft or damage to any device.

4 MISUSE IS NOT ALLOWED



No pupils' phones seen, heard or used anywhere on the school site (including playgrounds, fields and clubs).



Unauthorised use will be treated as a breach of the Behaviour Policy.

5 CONSEQUENCES



FIRST BREACH

Phone taken and returned at end of day. Parents notified.



SECOND BREACH

Phone taken and returned to a parent. Meeting with class teacher.



REPEATED BREACHES

Permission removed. Further sanctions applied.

6 EXCEPTIONS



In exceptional personal or medical circumstances, the Headteacher may grant special permission.



Requests must be made in writing. A bespoke plan will be agreed.

7 OUR PROMISE



A safe and caring environment



Focused learning every day



Working together for every child



THANK YOU

for supporting our policy and helping us keep our school a great place to learn.



DETAILS OF AMENDMENTS

June 2026

- Adopted policy.

