St. Thomas of Canterbury
Catholic Primary School

Mobile Phone Storage and Request Procedure

Mobile phones are prohibited from use by pupils throughout the school day and must not be used anywhere on the school premises.

This procedure outlines the formal request, approval, and daily storage process for pupils (typically in Year 5 and Year 6) who have been granted exceptional permission to bring a device to school.

1. Request and Approval Process

1. **Submission of Request:** Parents/carers must complete and submit the official **Mobile Phone Request Form**. Both the parent and the child are required to sign this data agreement.
2. **Valid Reasonable Grounds:** Requests are typically only considered if a child requires a phone for safety during their commute (e.g., walking to a designated meeting point to be collected by a parent after work).
3. **Headteacher Review:** The Headteacher reviews every application individually to evaluate whether the request constitutes a suitable and necessary decision.
4. **Administrative Processing:** The school office manages the administrative side of the request, logging approvals and maintaining the master registry of authorized devices.

2. Daily Routine & Secure Storage

- **Morning Collection:** Upon arrival at school, all approved mobile phones must be handed over immediately. A nominated child from the class collects the devices and transports them directly to the school office.
- **Daytime Storage:** The school office stores all collected phones securely for the duration of the school day.
- **Afternoon Dismissal:** At the end of the day, a designated monitor collects the phones from the office and returns them to the classrooms for safe distribution back to the children.

3. Terms of Use & Liability

- **Premises Ban:** Phones must remain switched off and stored. Pupils are strictly forbidden from using their mobile phones while on school grounds.
- **Enforcement:** Any unauthorised phone use or possession outside this procedure will result in immediate confiscation in line with DfE statutory guidance. Confiscated phones will only be released directly to a parent or carer at the end of the school day.
- **Liability Disclaimer:** The school accepts no responsibility or liability for mobile phones that are lost, damaged, or stolen on school premises or during travel to and from school.

St. Thomas of Canterbury
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Application for your child to bring their phone to school

In the space below, please can you ask your parent or carer to write a letter and explain why you will need to have your phone in school.

Terms of Use & Liability:

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Student Name ……... **Class** ……

Adult's Signature: _____

Mrs Poulteney's response

(please leave for Mrs Poulteney to respond to your application?

Approved **Not Approved**