



Rush Common School Professional Practice Document (“PPD”) for Pupils and Mobile Phones

- Pupils should not bring mobile phones to school.
- Should there be an emergency and/or exceptional circumstance parents/guardians should write to the Headteacher in the first instance seeking permission for their child to have a mobile phone in school.
- If permission is granted the phone must be clearly labeled with the child’s name; it must be switched off and given to the class teacher on arrival at school. The class teacher will undertake to store the mobile phone in a concealed area.
- The phone must be collected at the end of the school day.
- The phone must be concealed whilst arriving at and leaving the school premises.
- Where a pupil is found with an unauthorised mobile in school, including in the playground, the phone will be taken from the pupil and placed in the office. Parents will be contacted to collect the phone.
- If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police. 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 an appropriate person.
- If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.
- Parents are advised that Rush Common accepts no liability for the loss or damage to mobile phones which are brought into the school.

1) Review of this PPD

The Leadership Team reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the Leadership Team meeting on 22nd September 2014

Signed

L Brown

Headteacher

Review Date: September 2017