



Mobile Phone Policy

QE Schools

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Review Sheet

Each entry in the table below summarises the changes to these procedures made since the last review (if any).

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1. Introduction and aims

At QE Schools, our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the schools' other policies, especially those related to Child Protection and Safeguarding and Behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Executive Headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

The governing body will approve this policy and ensure it is reviewed in line with the schools' policy cycle. Governors will monitor the implementation and impact of the policy through regular updates from school leaders, including behaviour, safeguarding and wellbeing data. They will provide appropriate challenge and support to ensure the policy is applied consistently and effectively, and that it contributes to a safe, calm and focused learning environment across the school.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, during the school day, while pupils are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The Senior Leadership Team will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 015242 71275 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

Staff must familiarise themselves with and adhere to the school's **Data Protection Policy** and **IT and Internet Acceptable Use Policy**, which provide detailed guidance on the secure handling of personal data and appropriate use of technology. These policies are available on the school website and staff shared area.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Use of mobile phones for school systems and applications

In some circumstances, staff may be required to use their personal mobile phones to access school systems and applications, such as authentication tools (e.g. Google Authenticator) and school platforms (e.g. Bromcom and Edulink).

In these instances, staff must:

- Use their device solely for the intended professional purpose
- Ensure that access to systems is secure, including the use of passwords, PINs or biometric security
- Not share login credentials or allow others to access school systems via their device
- Log out of systems when not in use, particularly on shared or public networks
- Avoid accessing sensitive or personal data on unsecured public Wi-Fi networks

Use of personal mobile phones to access the internet for school-related purposes must be appropriate, professional and in line with the school's **Data Protection Policy** and **IT and Internet Acceptable Use Policy**. Staff must not download, store or share confidential school information onto personal devices.

4.4 Using personal mobiles for work purposes

In limited circumstances, it may be appropriate for staff to use a personal mobile phone for work-related purposes. Examples include:

- Completing multi-factor authentication where required.
- Accessing school systems or applications approved for staff use.
- Issuing homework, rewards or sanctions through approved school systems.
- During an emergency evacuation or other critical incident where immediate communication is required.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or the school mobile provided

Personal mobile phones must not be used for supervising educational visits or residential visits. School-issued mobile phones must be used for all communication during off-site visits and residential

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action

5. Use of mobile phones by pupils

QE Schools operates a mobile phone-free school day using secure Yondr pouches. In line with the Department for Education's guidance, pupils must not access or use a mobile phone at any point during the school day.

From the moment pupils arrive on the school site, mobile phones must be switched off, secured in their allocated Yondr pouch and remain inaccessible until the end of the school day, unless access is authorised by a member of staff in exceptional circumstances. Mobile phones must not be seen, heard or used during lessons, social times, movement around the school or any other supervised activity.

To support this, all pupils must:

- Bring their Yondr pouch to school unlocked and place their switched-off mobile phone inside before securing the pouch during form time or assembly. If a pouch has been accidentally locked before arrival, the pupil must have it unlocked at a designated station before attending form time or assembly.
- Keep the pouch securely locked and in their possession throughout the school day.
- Open the pouch only at the end of the school day, or when instructed by a member of staff.
- Comply immediately with any instruction relating to the storage or use of their mobile phone.

Pupils must not use a pouch that was locked before arrival as a reason to leave form time or assembly. Repeated failure to follow this routine will normally result in a C3 sanction.



By removing mobile phones from the school day, we create an environment where pupils can fully engage with learning, build positive relationships and contribute to a calm, purposeful and inclusive school community.

This approach supports our commitment to:

- Maintaining a calm, focused and distraction-free learning environment.
- Reducing safeguarding risks associated with mobile technology.
- Promoting positive social interaction and meaningful engagement throughout the school day.
- Providing clear, consistent expectations for pupils, staff and families.

Pupils bring mobile phones to school at their own risk. QE Schools accepts no responsibility for loss, theft or damage (see Section 7).

Any pupil who does not follow this procedure will be in breach of the Behaviour Policy, and sanctions will be applied accordingly.

5.1 Routine compliance checks using a screening wand

To support the consistent implementation of this policy, QE Schools may undertake routine, non-contact compliance checks using a hand-held metal detector, referred to as a screening wand.

These checks may take place at agreed points during the school day, including during form time or assemblies, or where concerns arise that a pupil may have failed to secure a mobile phone or other unauthorised device in their Yondr pouch. Checks may involve whole groups, randomly selected pupils or individual pupils where there is an objective reason for doing so.

The screening wand may be passed close to a pupil's outer clothing, Yondr pouch, bag or other possessions. It will not normally touch the pupil. The wand detects metal and cannot identify the particular object responsible for an activation. An activation will therefore not be treated as conclusive evidence that a mobile phone or prohibited item is present.

Where the wand activates, the pupil may be asked to identify or remove ordinary metal objects before the relevant area or possession is checked again. The pupil may also be asked to show that their mobile phone is switched off and secured in their allocated Yondr pouch.

Checks will be conducted calmly, respectfully and proportionately by staff who have received appropriate guidance in the use of the equipment. They will not be used in a discriminatory manner or to target pupils without an objective reason.

Reasonable adjustments will be made for pupils with SEND, disabilities, medical conditions, implanted medical devices or other relevant needs. Pupils should tell the member of staff privately if there is a medical, safeguarding or personal reason why the standard process may not be appropriate.

If a pupil refuses to co-operate with a reasonable compliance check, staff will seek to understand the reason for the refusal and consider whether a reasonable adjustment is required. Continued refusal will be referred to a member of SLT or the CBE team and may be treated as a refusal to comply under section 5.4 of this policy.

Where an activation or other information gives rise to reasonable grounds to suspect that a pupil possesses a concealed mobile phone, unauthorised magnetic device or other prohibited or banned item, an authorised member of staff may consider whether a search is necessary. Any search will be conducted in accordance with the QE Schools Behaviour Policy and relevant Department for Education guidance.

5.2 Use of Smartwatches and Smart Glasses by pupils

In line with the Department for Education's guidance, QE Schools recognise that devices with communication and smart technology, including smartwatches and smart glasses, can present many of the same distractions and safeguarding risks as mobile phones.

Smartwatches

Pupils may wear a smartwatch to school; however, it must be used solely as a watch.

During the school day, smartwatches:

- May be worn for the purpose of telling the time.
- May be used to support an agreed medical or accessibility need where authorised by the school.
- Must not be used to send or receive calls, text messages, emails or notifications.
- Must not be used to access the internet, social media, music, games or any other applications.

- Must not be used to take photographs, record audio or video, or communicate with any other person.
- Must not be used as an alternative to a mobile phone, even where a pupil's mobile phone is secured in a Yondr pouch.
- Must not be worn during examinations or formal assessments, in accordance with JCQ examination regulations.

Pupils are responsible for ensuring that any communication or smart functions are not used during the school day.

Any use of a smartwatch beyond telling the time, or for an agreed medical or accessibility purpose, will be treated as a breach of this policy. Where a pupil is found using a smartwatch inappropriately:

- The pupil will normally receive a C3 sanction, and the smartwatch may be confiscated and retained by the school in accordance with the Behaviour and Mobile Phone Policies.

Refusal to hand over a smartwatch when instructed by a member of staff, or repeated attempts to use a smartwatch as a communication device or to circumvent the school's mobile phone procedures, will normally result in a **C4** sanction (Internal Isolation) in accordance with the Behaviour Policy.

Where there are repeated breaches of this policy, QE Schools also reserves the right to require a pupil not to wear a smartwatch to school for a specified period of time. This decision will be made by a member of the Senior Leadership Team or Pastoral Team and communicated to parents/carers.

Smart Glasses

Smart glasses (including AI-enabled or camera-equipped glasses) are not permitted on the school site unless expressly authorised by the school for an agreed medical or accessibility need.

Any pupil found bringing, wearing or using smart glasses on the school site without prior authorisation will normally receive a **C3** sanction. The device may be confiscated and retained in accordance with this policy. Refusal to hand over the device when instructed, or repeated breaches, will normally result in a **C4** sanction (Internal Isolation) in accordance with the Behaviour Policy.

Pupils bring permitted smart devices to school at their own risk. QE Schools accepts no responsibility for the loss, theft or damage of smartwatches or any authorised smart glasses brought onto the school site.

5.3 Exceptions for Special Circumstances and QESixth pupils

Exceptional Circumstances

QE Schools recognises that, in exceptional circumstances, a pupil may require access to a mobile phone during the school day. Permission will only be granted where there is a documented medical, safeguarding or other exceptional need and will be considered on an individual basis.

Requests should be made in writing by a parent/carer to the relevant Head of Year/Year Team Manager, who will consider the request in consultation with the appropriate members of staff.

Where permission is granted:

- A clear risk assessment and agreed arrangements will be put in place.
- The pupil must comply with any conditions of use determined by the school.
- The pupil must adhere to the school's Mobile Phone Code of Conduct (Appendix 1).
- Permission may be withdrawn at any time if the agreed arrangements are not followed.

QESixth Pupils

QESixth students are expected to model the highest standards of conduct and to use mobile technology responsibly.

To support independent study whilst maintaining a mobile phone-free environment for younger pupils, QESixth students may use their mobile phones only within designated Sixth Form areas.

Mobile phones may be used:

- Inside the Meadow Room.
- Inside the QESixth Library.
- Inside Café 6.
- Inside Springfield House classrooms (not corridor spaces).
- During lessons, where directed by a member of staff, for example to record homework or complete learning activities.

Mobile phones must not be used:

- In corridors, circulation spaces or communal areas where younger pupils are present.
- Immediately outside the Meadow Room.
- In any area of the school designated as mobile phone-free.

When moving around the wider school site, mobile phones must remain out of sight and must not be used until students return to one of the designated Sixth Form areas.

Failure to comply with these expectations will be treated as a breach of this policy and may result in sanctions in accordance with the school's Behaviour Policy. Repeated breaches may result in a student losing the privilege of using a mobile phone within the designated QESixth areas.

5.4 Sanctions

QE Schools operates a mobile phone-free school day. Any failure to comply with this policy will be addressed in accordance with the school's Behaviour for Learning (BfL) Policy.

A breach of this policy includes, but is not limited to:

- Accessing or using a mobile phone during the school day.
- Accessing or using a smartwatch or other unauthorised communication device.
- Carrying or using a second mobile phone or dummy phone.
- Using, possessing or bringing onto the school site an unauthorised magnetic unlocking device
- Attempting to access a phone from an unlocked or tampered Yondr pouch.
- Deliberately failing to secure a mobile phone in a Yondr pouch on arrival.
- Repeatedly arriving at form time or assembly with a Yondr pouch that was locked before arriving at school, resulting in the pupil needing to leave form time or assembly to have it unlocked.
- Tampering with, damaging (inc graffiti) or attempting to bypass the Yondr pouch system.
- Using another pupil's mobile phone or personal electronic device.

Other breaches of the Mobile Phone Policy (C3)

Where a pupil is found to be in breach of this policy:

- A C3 sanction will be issued in accordance with the Behaviour Policy.
- The mobile phone, smartwatch or other unauthorised communication device will be confiscated by a member of staff in accordance with QE School's statutory powers and the QE Schools Behaviour Policy. The device will be securely stored in Pupil Reception.
- The pupil will complete the associated after-school detention.
- The confiscated device must be collected by a parent or carer following completion of the after school detention on the next school day.

Refusal to Comply (C4)

Refusing to hand over a mobile phone or other electronic device when instructed, refusing to comply with the Yondr procedures, or refusing to co-operate with a reasonable compliance check without an agreed exception will be treated as a more serious breach of expectations. This also includes behaviour that deliberately obstructs a member of staff carrying out this policy.

Before a sanction is issued for refusing a compliance check, staff will consider the reason for the refusal and any relevant SEND, disability, medical, safeguarding or previous traumatic experience.

This will normally result in:

- A C4 sanction (Internal Isolation) in accordance with the Behaviour Policy.
- Confiscation of the device where appropriate.
- Any additional sanctions considered proportionate to the circumstances.

Repeated breaches of this policy, or deliberate attempts to circumvent the school's mobile phone procedures, may result in further sanctions in line with the Behaviour Policy, including consideration of internal suspension where appropriate.

5.5 Searching, Examination of Devices and Safeguarding

Where there are reasonable grounds to suspect that a pupil possesses a concealed mobile phone, unauthorised magnetic unlocking device or another prohibited or banned item, an authorised member of staff may search the pupil or their possessions in accordance with the QE Schools Behaviour Policy and the Department for Education's guidance on Searching, Screening and Confiscation.

A screening wand may be used to assist with a lawful search of a pupil's outer clothing, bag or other possessions. Its use does not extend the lawful scope of the search. An activation alone will not be treated as conclusive evidence that a prohibited or banned item is present.

The detailed arrangements governing who may conduct a search, the presence of a witness, the location and extent of a search, reasonable adjustments, responses to refusal, recording and communication with parents or carers are set out in the QE Schools Behaviour Policy.

Where a mobile phone or other electronic device has been confiscated, staff will not routinely examine its contents. An authorised member of staff may examine data or files only where there is a lawful and proportionate reason to do so, including where there are reasonable grounds to suspect that the device contains evidence relating to an offence or material that may cause harm.

Staff will consider the appropriate safeguarding response and, where relevant, seek advice from the DSL or Deputy DSL before examining a device. If staff suspect that a device contains nude or semi-nude images of a child, they must not intentionally view, copy, print, share, store or save the images. The device must be secured and the matter referred immediately to the DSL or Deputy DSL.

When responding to a breach of this policy, QE Schools will consider:

- the individual circumstances of the pupil;
- any relevant SEND or disability;
- any known medical or safeguarding needs;
- whether reasonable adjustments are required; and
- whether the behaviour may indicate that the pupil is suffering, or is at risk of suffering, harm.

Where a safeguarding concern is identified, staff will follow Keeping Children Safe in Education and the QE Schools Child Protection and Safeguarding Policy.

5.6 Criminal Behaviour

Certain misuse of mobile phones or other electronic devices may constitute a criminal offence. QE Schools will take such matters extremely seriously and, where appropriate, will involve the police or other external agencies. Examples include, but are not limited to:

- Sharing or possessing nude or semi-nude images, videos or AI-generated/manipulated (deepfake) content.
- Upskirting.

- Recording or distributing indecent or abusive images or videos.
- Threats of violence or assault.
- Harassment, bullying or hate-related abuse through calls, messages, social media or other online platforms.
- Any use of a mobile phone or electronic device that facilitates criminal or harmful behaviour.

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. **They must not try to contact their child on their personal mobile during the school day.**

Parents/carers, visitors and volunteers (including governors and contractors) are expected to adhere to this policy when on the school site during the school day.

Mobile phone use is restricted to maintain a safe, respectful and focused environment for pupils.

- Mobile phones must not be used in public areas of the school, including corridors, outdoor spaces and the visitor reception area.
- Parents/carers and visitors may only use their mobile phone during a meeting with a member of staff, where it is necessary to support the sharing of information.
- Mobile phones must not be used in lessons, or when working with or around pupils.
- Photographs or recordings of pupils or staff must not be taken, unless at a public event (e.g. a school performance) or of their own child, and with appropriate consent.
- Any photographs or recordings taken must be for personal use only and must not be shared on social media without consent.

Parents/carers, visitors and volunteers will be informed of these expectations on arrival, including through signage in reception and verbal reminders where appropriate. Visitors to QE Schools will be provided with Mobile Phone Guidance on arrival (Appendix 3), summarising the expectations for the use of mobile phones whilst on the school site.

Failure to adhere to these expectations may result in individuals being asked to stop using their device, or, where necessary, being asked to leave the school site.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

7. Loss, theft or damage

Pupils bringing mobile phones to school do so at their own risk. QE Schools accepts no responsibility for mobile phones that are lost, stolen or damaged on school premises, during travel to and from school, or whilst attending school visits and educational activities.

To support a safe and distraction-free learning environment, QE Schools provides every pupil with a secure Yondr phone pouch free of charge. The pouch remains the property of QE Schools and must be used in accordance with this policy.

Pupils are expected to:

- Bring their Yondr pouch to school every day.

- Take reasonable care of both their mobile phone and Yondr pouch.
- Ensure their phone is clearly labelled with their name.
- Keep their phone switched off and secured within the Yondr pouch.
- Protect their device using appropriate security features (e.g. PIN or password protection).

Deliberate damage, unauthorised modification, loss or repeated failure to care for a Yondr pouch will result in a £20 replacement charge.

Where a mobile phone (and Yondr pouch where applicable) is confiscated, QE Schools assumes responsibility for the device whilst it is in its care:

- The confiscated device (and Yondr pouch where applicable) will be placed in a secure, clearly labelled container.
- It will be stored in a secure, locked unit in Pupil Reception.
- The device will remain there until it is collected by a parent/carer in accordance with the sanctions outlined in this policy.

QE Schools will take all reasonable steps to ensure confiscated devices are stored safely; however, this does not extend to responsibility for any pre-existing damage.

Any lost mobile phones found on site should be handed to Visitor Reception, where the school will make reasonable attempts to identify and contact the owner.

Parents/carers and pupils are made aware of these arrangements through:

- The QE Schools websites.
- Admission and induction materials.
- Ongoing communication with families.

8. Monitoring and review

QE Schools are committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If you have any questions or concerns regarding this policy, please contact QE Schools by emailing office@qes.org.uk

9. Links with other Policies

Anti-Bullying Policy
 Behaviour Policy
 Child Protection and Safeguarding Policy
 Data Protection Policy
 IT and Internet Acceptable Use Policy
 Online Safety Policy
 SEND Policy
 Suspensions and Exclusions Policy
 Uniform Policy

10. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances

QE Schools Mobile Phone Code of Conduct

This Code of Conduct applies **only** to pupils who have been granted permission by QE Schools to bring and, where agreed, use a mobile phone during the school day because of an approved medical, safeguarding or other exceptional circumstance.

Permission to bring or use a mobile phone is a privilege and may be withdrawn at any time if these expectations are not met.

Pupils must comply with the following expectations:

1. **Only use your mobile phone in accordance with the permission granted by the school.** It must not be used for any purpose beyond the agreed arrangements.
2. **Keep your phone switched off** whenever it is not being used in accordance with your authorised arrangements.
3. **Store your phone securely** within the Yondr pouch where required, when it is not authorised for use.
4. **Do not use your phone during lessons, tutor time, assemblies, social times or while moving around the school site**, unless specifically authorised by a member of staff as part of your agreed arrangements.
5. **Never use your phone in toilets, changing rooms or other private areas.** This protects the privacy, dignity and welfare of everyone in the school community.
6. **Do not take photographs, videos or audio recordings** of pupils, staff or visitors unless you have the express permission of the school, and the individuals concerned.
7. **Do not use your phone to contact or communicate with other pupils during the school day** unless this forms part of your agreed arrangements.
8. **Do not use your phone to access social media, games, entertainment, music or any non-approved applications** during the school day.
9. **Protect your personal information.** Do not share your passwords, PINs or access codes with anyone else, and do not share another person's personal information without their permission.
10. **Never use your phone to bully, intimidate, threaten or harass another person.** This includes communication by:
 - Email
 - Text or messaging apps
 - Social media
 - Online gaming or any other digital platform
11. **Do not use your phone to access, create, possess or share inappropriate, offensive or illegal content**, including nude or semi-nude images, indecent images or any material that may place yourself or others at risk.
12. **Follow any instruction given by a member of staff immediately.** If asked to switch off, store or hand over your phone, you must do so without delay. Failure to comply will be dealt with in accordance with the school's Behaviour Policy.
13. **Mobile phones are not permitted in examinations or formal assessments**, except where authorised through approved access arrangements. You must follow all instructions issued by examination staff. Failure to do so may result in your assessment or examination being invalidated in accordance with JCQ regulations.
14. **Your permission to bring or use a mobile phone may be withdrawn** if you fail to follow this Code of Conduct or if the school determines that your exceptional circumstances have changed

By accepting permission to bring or use a mobile phone in school, pupils and parents/carers agree to comply with this Code of Conduct and with the expectations set out in the QE Schools Mobile Phone Policy and Behaviour Policy.

11. Appendix 2: Permission form allowing a pupil to bring their phone to school

Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

Reason for Permission

Permission has been granted for this pupil to bring and/or use a mobile phone during the school day for the following exceptional circumstance(s):

- ☐ Medical need
- ☐ Safeguarding need
- ☐ Young carer responsibilities
- ☐ Educational visit or residential visit
- ☐ Before- or after-school activity
- ☐ Other (please specify):

Agreed Arrangements

The pupil has permission to:

The pupil **does not** have permission to use their mobile phone beyond these agreed arrangements.

Conditions of Permission

By signing this agreement, the pupil and parent/carer confirm that they:

- Have read and understood the QE Schools Mobile Phone Policy.
- Will comply with the expectations set out in the QE Schools Mobile Phone Agreement (Appendix 1).
- Understand that permission is granted only for the agreed purpose outlined above.
- Understand that permission may be withdrawn at any time if the agreed arrangements are not followed.
- Understand that any misuse of the device will be dealt with in accordance with the QE Schools Behaviour Policy.
-

Parent/carer signature	
Pupil signature (where appropriate)	

Authorised by:	
Date:	

12. Appendix 3: Mobile phone information slip for visitors

Mobile Phone Guidance for Visitors

Thank you for helping us maintain a calm, focused and mobile phone-free learning environment.

Please help us by following these expectations whilst on site:

- Please keep your mobile phone on silent.
- Please do not use your mobile phone where pupils are present unless authorised by a member of staff.
- If you need to make or take a call, please do so in the Visitor Reception area or another identified by a member of staff.
- Please do not take photographs, videos or audio recordings of pupils or staff unless you have prior permission from the school.
- Please do not use your mobile phone whilst observing lessons or working with pupils.

Thank you for supporting QE Schools in providing a safe, respectful and distraction-free environment for all pupils.