



# Botwell House Catholic Primary School

## YEAR 6 LONE TRAVEL AND MOBILE PHONE POLICY

Reviewed October 2025

### Mission Statement

*Botwell House Catholic Primary School is distinguished by the care, courtesy and concern extended to all its members, regardless of cultural differences and strives to follow the teachings of Jesus Christ to:*

*“Love one another as I have loved you”*

*Through a partnership between home, school and parish and through a broad and balanced curriculum, each valued individual is encouraged to grow in their journey of faith and strive towards excellence.*

## Introduction

Walking home in year 6 is seen as a positive opportunity to support transition for readiness to secondary school life. Botwell House Catholic Primary School recognises that parents/carers may give their children mobile phones to protect them from everyday risks involving personal security and safety especially when children are travelling alone. We also acknowledge that providing a child with a mobile phone gives parents reassurance that they can contact/ be contacted by their child if they need to speak to him/her urgently **on their journey** to or from school. Please note that having a visible mobile phone can actually heighten the risk to children so they need to be advised by parents to keep it concealed on their person.

With this safeguarding aspect in mind, we are permitting **Year 6** children, who have written permission to **travel to/from school on their own from home**, the opportunity to carry a mobile phone with them.

- Parents/carers are reminded that in cases of emergency, the school office remains the **only point of contact**. This ensures that your child is reached quickly and assisted in any relevant way. Passing messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

This Acceptable Use Policy is designed to protect the welfare and learning environment of all children from inappropriate usage of mobile devices in school.

## Procedures

Parents of **Year 6 children** will need to complete the permission form (Appendix 1) and hand this to the class teacher/school office so a record can be kept.

*Please be aware that where parents have given permission for their child to bring a mobile phone to school, they do so entirely at their own risk. The school accepts no responsibility for the loss, theft or damage of personally owned mobile phones whilst the device is on school premises.*

## Responsibility

Parents/carers make the decision to provide a mobile phone for their child. It is important for parents to understand the capabilities of the phone and the potential misuse of those capabilities e.g. access to unrestricted internet and applications.

It is also the responsibility of the children who bring mobile phones to school to abide by the guidelines outlined in this document and for parents to support the school with our decisions.

## Children:

Where a child has permission to bring a mobile phone to school:

- The child must turn the phone off as soon as they enter the school site (i.e. the main school gates) and it must remain off while on school premises
- Immediately when getting to the year 6 area the pupil must hand the clearly labelled phone to the **designated adult within the class**, where it will be secured and then returned at 3:30pm
- Under no circumstances will there be access to phones during the school day
- Mobile phones must not be left in bags or coats. If a phone is not handed in it will result in the loss of the privilege to bring it to school
- Children may not use their phone for any purpose on school premises or during off-site school activities (such as swimming or clubs)

### **Inappropriate conduct** (Actions of this kind can and may be reported to the police)

Using mobile phones to bully or threaten children, staff or parents of Botwell House Catholic Primary School will not be tolerated.

- Using technology to humiliate, embarrass or cause offence will not be tolerated
- It is forbidden for children to use their own or other child's mobile phones to take videos and pictures of acts to humiliate others
- Using mobile phones to photograph or film any child or member of staff without their consent is also forbidden
- It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced
- Any child who uses derogatory or obscene language while using a mobile phone will be treated in line with our behaviour policy
- Children using mobile phones to bully other children will be treated in line with our behaviour policy

### **Sanctions**

**Botwell House Catholic Primary School reserves the right to withdraw this privilege from any child who breaks the agreement set out in this policy.**

- If a child brings a mobile phone to school without parental consent via the permission form (Appendix 1), the phone will be confiscated by the teacher and taken to a secure place within the school office
- This will also be the case for children in any other year groups who bring mobile phones to school
- Parents will be notified and the phone must be collected by an adult at the end of the school day. Confiscated phones will not be handed back to children under any circumstances
- Sanctions will be comparable to the action. An example would be losing the right to bring a school phone to school for a term.

### **Classroom Protocol**

- Child must hand the switched off, name-labelled phone to the Year 6 staff member as soon as he/she enters the Year 6 area
- Staff member checks that phones correspond to names on the class list and queries with any child who has not handed in his/her phone
- Staff member locks the class pouch/box of phones away in the phone locker and returns key to (not sure who/where it is)
- Children must not be allowed any access to their phones during the school day
- At the end of the day the Year 6 adult hands phones back to the children and they should be put inside school bags immediately before leaving the classroom to be dismissed outside.
- Phones are not to be turned on until off the school premises.



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## CONSENT FORM

Dear Parent/Carer

Following feedback from parents and our school council, and in accordance with our new mobile phone policy, please sign the form below and discuss our policy with your child if you require him/her to bring a mobile phone to school on a regular basis because **he/she is travelling to/from school alone**. *Please note: we strongly recommend that children are collected from school during the winter months. Allowing him/her to travel alone is at your own risk.*

- Your child needs to bring their named phone to the designated adult first thing in the morning
- Your child is responsible for collecting the phone at the end of the day from the designated adult
- The school takes no responsibility for the loss or damage to any mobile phone
- Your child's phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and he/she will no longer be able to bring a phone into school. Inappropriate actions with regard to a mobile phone can and may be reported to the police.

***The school takes absolutely no responsibility for any mobile phone brought into school by a child. This is done entirely at their own risk.***

I/we give permission for my/our child (name) .....class .....  
to travel to and from school alone

I/we give permission for my/our child to bring his/her mobile phone into school

We have read and discussed the school policy and its implications with him/her.

Child's Mobile Number (For recognition purposes only) .....

Signed .....

Date.....

Printed .....

**Mr K Oakley**  
Headteacher