



MEDINA PRIMARY SCHOOL

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Headteacher: Mrs A McGarvey
Deputy Headteacher: Ms R Hammerton

Friday 9th January 2026

Dear Parent/Carer

I am writing to remind you of the procedures for children bringing a mobile phone to school. Whilst we discourage children from bringing any valuable items into school, I fully understand some of you may wish to give a phone to your child in case of emergencies and for safeguarding. I also understand some parents concerns over cyber bullying and inappropriate use of phones.

In order for your child to bring their phone into school they must:

- Switch off their phone as soon as they get on school site (phones should not be used in playgrounds or on pedestrian pathway)
- Ensure their phone is clearly named (for example sticky label, named case/envelope)
- Hand in their phone to the school office each morning (phones will be put in a cupboard in the office – children can collect them at the end of the day)
- Ensure all Smart Watches (for example Apple Watches and Fit Bits) are on silent when on school site (as the children's phones will be off they will not be linked to their watches).

Any proven allegation of cyber bullying, inappropriate content or inappropriate messaging will result in your child not being allowed to bring their phone into school. The duration of this ban will be set by the Headteacher and you will be informed accordingly.

If your child is found to be using their phone inappropriately, we will confiscate the phone. This is a right we have under Government legislation. You will be asked to come into school to collect the phone at a mutually convenient time.

Mobile phones are brought into school at owners own risk. Medina Primary School accept no responsibility for any loss of damage.

Please remember that the age restriction for many social media websites, such as Facebook, is 13 years of age. Please support us by discussing the appropriate use of mobile phones with your child.

Yours sincerely

Mrs A McGarvey
Headteacher