



August 2020

Dear Parent/Guardian

Mobile Phones and Other Devices

While we appreciate that many students will bring phones or other electronic equipment into school, we cannot accept any liability for loss or damage to such items. Inappropriate mobile phone use during the school day can be problematic and hinder learning.

During the school day the following rules apply to all students.

- Mobile phones are not allowed in lessons or during transition times (transition time is the time between period 1 and 2, 3 and 4 and on the way to assembly) without the express permission of the lesson teacher. If phones are seen or heard during these times then they will be confiscated.
- Mobile phones must be kept on silent, in bags
- Mobile phones must not be kept in blazer, shirt or trouser pockets, if they are and they are seen or heard then staff will confiscate them (this includes during transition time)
- Students are not allowed to listen to music in lessons or during transition time, if they are seen doing so then their mobile phone and earphones/pods will be confiscated

The following procedure will be applied to confiscated phones

- Phones will be confiscated by the teacher and taken to the school office where they will be kept securely
- Students who refuse to hand over mobile phones will be collected by SLT and parents/guardians will be contacted
- Students are not allowed to collect mobile phones from the school office
- Parents/guardians will be contacted by the school office and asked to collect the mobile phone (if you, or another adult cannot collect the phone then a member of SLT will call you)
- If the phone is confiscated after period 4, then a member of SLT can hand the phone back to the student at the end of the school day. The phone must then be handed into Mr Wallace at the start of the next school day. Mr Wallace will decide how long your child will not be given access to their phone during school hours
- The school reserves the right to confiscate phones from students during the school day if students persist in breaking the rules stated here.
- If evidence of students misusing their phone or social media is seen by the school then we reserve the right to confiscate mobile phones during school hours for a period of days designated by the school, even if this misuse occurs outside of school hours

As a final point we would like to remind parents that social media platforms have various age restrictions and that we expect students to observe these fully. The school strongly advises that parents/carers do not allow students to be in online 'groups', for example, a class WhatsApp group, that cannot be monitored by responsible adults. The school takes misuse of social media and online platforms very seriously and will respond accordingly in line with our behaviour policies.

Yours sincerely

Mr M Jones
Head of School