



Dear Parent/Carer,

Year 11 – Mobile Phone Policy

We hope that you are enjoying your summer. We write today with guidance on the school's mobile phone policy for students in Year 11.

Students in Year 11 will have the privilege of using their mobile phones in their designated year group areas only, during break and lunch times. It is important for students to note that if they use their phones during lessons, transition times or in common areas (the canteen, Heart and hardcourts/fields) during free time, they will be confiscated as indicated below.

Please note the information below and share this with your daughter/son:

- Mobile phones must be put in bags and turned off at the start of the school day
- If a mobile phone is seen by a member of staff outside of permitted times and areas it will be confiscated and taken to the school office.
- Please note that this includes phones being seen in pockets
- A confiscated phone will be returned to students at the end of the school day by a member of the senior leadership team
- Students will then be instructed to hand their phone in at the start of the next school day and for a period of days as decided by SLT, collecting the phone at the end of each school day during this period

The school recognises that there are times when you need to make contact with your child or your child needs to make contact with you during the school day. If you need to get a message to your child then please contact the school office and the message will be passed on. Should your child need to contact you then they should go to the school office and ask the staff there to call you.

Thank you in advance for your support of the school in this matter and for discussing this with your child so that they are completely aware of the school's expectations before returning to school.

Yours sincerely,

Mr M Jones
Headteacher