



Friday 1 March 2019

Dear Parent/Carer

A real focus for us as a school has been to ensure the very best climate for learning so that students are fully prepared for lessons and any distraction is eliminated. To support this I would like to remind you that the use of mobile phones within school is prohibited because of the negative effect on student learning and social interaction. Students were reminded in PDL today and confiscation of devices will fully commence from Monday 4 March 2019.

To ensure that all stakeholders are clear and adhere to the school's expectations as set out in our policies, I have listed the basic principles below.

1. Mobile phones should be **'off and away'** at all times, any phone seen or heard will be confiscated, this includes headphones.
2. Phones that are confiscated will be available for collection at the end of the school day at 3pm. Parents/carers will be contacted during the day with the requirement for a parent / carer to collect the phone on their child's behalf.
3. The restriction is in place at all times while students are in the grounds of the school building, this includes when students arrive and leave at the end of the day. Phones should be away before students enter the school grounds and not accessed until they have left the site.
4. The only exception to the rule is if the teacher of the lesson gives specific instruction for the device to be used as part of the learning (this does not include headphones). Students will be expected to switch their device off and put it away before leaving that lesson.
5. Should students wish to use their phone at the end of the day to contact parents with any concerns or for collection following school based activities they are asked to use the main reception area of the school where phones may be used during this time.

We would ask that you please discuss this with your child over the weekend and thank you for your support.

Yours faithfully

Miss S. Conlon  
Deputy Headteacher

