15th March 2019

Dear Parent/Guardian,

Due to a number of incidents recently I would like to take this opportunity to highlight the school’s policy on mobile phones.

School Policy re Mobile Phones

* The school would prefer pupils not to bring mobile phones to school. This is for reasons of security. If a pupil does bring a mobile into school, it is their responsibility, not the responsibility of the school.
* Pupils must not use their phone anywhere on the school site during the school day. This includes making or receiving calls, texts, emails, taking photographs, listening to music. In essence, phones should not be seen and always be turned off when pupils are on site.
* Pupils found using their mobile phones, in any capacity\*, will have their phone taken off them by a member of staff. This will be kept securely in the school office until a parent/guardian can collect it. If this is not possible it will be retained for 1 week and then returned to the pupil.

The school accepts that mobile phones are “part and parcel” of everyday life for many young people. However, the nonessential use of mobile phones on the school site and related issues are a distraction to our core purpose; providing a sound education for our young people.

In the event of an emergency, pupils can speak directly to a senior member of staff to resolve their problem.

\*There are occasions when pupils are directed to use their phones during lessons by the classroom teacher to enhance the learning or conduct some research. All pupils connect to the school Wi-Fi and must abide by the acceptable use policy included in our Whole School IT Security Policy and BYOD (Bring your own device) Policy. Pupils must be supervised when using their phones otherwise they risk it being confiscated.

Your support on this matter is greatly appreciated. If you have any further questions then please do not hesitate to contact me.

Yours faithfully,

Mrs A. Morgan

Deputy Headteacher