

**Principal: Kathleen McGillicuddy**

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Ref: RHE/LWO

20 March 2025

Dear Parents/Carers

### **Mobile Phone Policy**

I am writing to remind you of the school mobile phone policy, as we have noticed an increase of mobile phone usage by students in school. Whilst we understand that some students need to have a mobile phone with them, we do have clear expectations around their usage in school. The policy can be viewed on our website [HERE](#).

- Mobile Phones should be switched off or on silent and kept out of sight for the duration of the day either in a school bag or blazer pocket.
- Mobile Phones should not be used at all during the school day. This includes during social times and until students have left school site at the end of the day.

Should your child be seen with a mobile phone, the phone will be confiscated by a member of staff.

Their phone will be locked away securely in the Pastoral Office for the remainder of the day and can be collected by the student at 3.05pm. Failure to hand the phone over will be dealt with in line with our behaviour policy.

If you need to contact your child urgently, please call the school office and a message will be given to them.

If your child needs to contact you urgently, they can go to the Pastoral Office at break or lunchtime where a member of the Inclusion Team is available to support them.

Students will be reminded of these expectations during tutor time and assemblies next week.

Should you have any concerns please contact the appropriate year group mailbox.

Thank you for your ongoing support.

Yours faithfully

**Mrs R Hyde**

**Assistant Principal – Inclusion and SEND**

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