



3rd September 2026

Dear Parent/Carer,

MOBILE PHONE POLICY

We have very good levels of compliance with our mobile phone expectations, and parents and carers have been consistently supportive of maintaining a phone free school environment. We are grateful for this continued support.

As we enter the new academic year, I would like to restate our expectations so that they are clear to all pupils and families.

Throughout the school day, mobile phones must be switched off and kept inside pupils' school bags.

If a mobile phone is seen or heard at any point during the school day, including during lessons, break, lunchtime or lesson changeovers, it will be confiscated and retained for 5 school days.

The phone will not be available for collection until after 3.30pm on the fifth school day following its confiscation. For example, if a phone is confiscated on a Tuesday, it will be available for collection after 3.30pm on the following Tuesday. It may be collected only by a parent or carer, not by a sibling, from the school's main office. Phones will not be returned before this time.

Pupils must not use their phones to contact home during the school day. If they need to contact a parent or carer, they should speak to a member of staff and use the school's established arrangements. Similarly, parents who need to contact their child urgently should do so through the school office.

The best advice for pupils is to ensure that their phones remain switched off and securely inside their bags throughout the school day. Phones should be used only when travelling to and from school.

Failure to hand over a phone when requested will result in further sanctions in accordance with the school's Behaviour Policy.

We recognise that confiscation may cause some inconvenience. However, this policy will be applied consistently. Staff will not be able to agree exceptions or return a phone before the stated collection time. We ask that all communication with staff remains respectful.

Pupils will be reminded of these expectations when they return to school this week. Thank you for your continued support.

Yours sincerely,

Mr A Hall
EXECUTIVE HEADTEACHER

Mr A O'Donoghue
HEAD OF SCHOOL