

Saint Bede's Catholic High School

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Dear Parents/Carers

As I referenced in my letter regarding the start of term arrangements, for the new academic year we are changing our rules and expectations regarding mobile phones in school. Although we recognise the value of pupils carrying a mobile phone so that they are contactable on their journeys to and from school, we are aware of the disruption and distraction they can cause during the school day. We also want to support pupils with their wellbeing by lessening their dependence on electronic devices and promoting effective face-to-face communication with their peers.

As a result, at the beginning of term we will be making pupils aware of our new expectations as listed below. We are very grateful for your co-operation in outlining these expectations to your child and encouraging them to follow the policy in school.

- **Mobile phones should be out of sight and switched off from the time a pupil arrives on site at the beginning of the school day until they are leaving the site at the end of the school day.** This includes when pupils are in classrooms as well as morning break and lunchtime. It includes both indoor and outdoor spaces.
- Exceptionally, a member of staff may give a pupil permission to use a mobile phone during a lesson if there is a specific educational reason to do so.
- If a pupil has an important reason to contact a parent/carer during the school day, they must request permission from their Year Leader or Form Tutor who will make arrangements for contact to be made if appropriate. **Pupils must not make contact with a parent/carer directly using their mobile phone.** To support this, we politely request that you do not seek to contact your child via their mobile phone during the school day. If there is an urgent need to contact your child, please contact the school office first so that appropriate arrangements can be made.
- In the event of a pupil breaching this policy, **the mobile phone will be confiscated** by a member of staff and taken to the school office.
- On the first occasion a pupil breaches this policy, they will be able to collect the mobile phone from the school office at the end of the day. A detention will also be issued.
- On the second and any subsequent occasion a pupil breaches this policy in a single academic year, a parent/carer will be required to collect the mobile phone from the school office at the end of the school day or subsequently. **Please note that in these circumstances the mobile phone will not be returned directly to the pupil, even if this is requested by a parent/carer.** A detention will also be issued.
- Persistent non-compliance with this policy may result in further sanctions, such as a period of time in Inclusion.
- **Non-compliance with this policy by failing to hand in a device when instructed to do so by a member of staff will result in a more severe sanction**, such as period of time in Inclusion or fixed-term exclusion.
- No exceptions will be made to this policy on the basis that a mobile phone is necessary for a pupil to travel home, such as due to a Bus Pass 'app'. In such circumstances, the school will make appropriate arrangements for the pupil to travel home safely, such as by allowing the pupil to borrow money for a bus fare from the school.

Thank you for your support and understanding.

Yours sincerely

Mr P Marsden
Headteacher