Dear Parent/Carer

We understand that some students need to have their mobile phone to contact home when they are on their way to and from the Academy. However, whilst they are in school, phones must be switched off and placed in a bag. Any student failing to meet this will have their phone confiscated and it will be placed at Student Services for safekeeping for the remainder of the day.

It has come to our attention that your son/daughter has not followed our policy regarding mobile phones today and has subsequently had their mobile confiscated for the remainder of the day .

Please find below our mobile phone code of conduct, which includes all consequences should your son/daughter continue to use her mobile phone in school.

**Mobile Phone Code of Conduct**

If your son/daughter is caught with a mobile phone out of their school bag the procedure below will be followed:

**Stage 1:** You son/daughter’s mobile phone will be confiscated and held in a secure place until the end of the school day

**Stage 2:** Further confiscation of your son/daughter’s mobile phone will result in a phone call home requesting that a parent/carer collect the mobile phone from the relevant Head of Year.

**Stage 3:** If there are further reports of your son/daughter using a mobile phone on site will result in a meeting with a member of the Senior Leadership Team and your son/daughter will receive a fixed term exclusion.

Thank you for your anticipated support in this matter. Please do not hesitate to contact me at school if you will like to discuss this matter further.

Yours faithfully

R. Harkness-Brennan

Mrs R Harkness-Brennan

Assistant Principal Pastoral