

1 November 2021

Dear parent/carers

## **RE: Academy policy with respect to mobile phones in school**

The school has updated its policy about pupils' mobile phones with respect to the sanctions that will be followed. Pupils will continue to be allowed to bring a mobile phone onto the school site, but as has been the case for many years, it must be switched off and in their bag.

From Monday 1 November, if a pupil's mobile phone is seen or heard on the school site or if a mobile phone is not switched off during the school day, the phone will be confiscated by a member of staff and handed into the school office.

Parents will be informed of a breach of this rule with a postcard sent home. Additional sanctions will be based on the number of mobile phone offences that have already occurred for this pupil during the year. The sanctions at each step are outlined below:

- ▶ **Step 1** - First postcard - notification to parents/carers that a school rule has been broken and we would like them to reinforce the school mobile phone policy with their child.
- ▶ **Step 2** - Second postcard - pastoral team phone home to discuss the repeat offence, check receipt of previous postcard, ask for their support in reinforcing the school rules, and explain the consequences of any further repeat offences. The pupil will be issued with two consecutive break and lunch time detentions.
- ▶ **Step 3** - Third postcard - parents invited in for a meeting with DHoY/HoY. Contract agreed that the pupil must either leave their phone at home or hand in their phone to Reception at the beginning of the day for a minimum of two weeks. **\*If pupils are found to have not handed their phone in it will be confiscated and kept in school until parents/carers are able to collect it.**
- ▶ **Step 4** - Fourth postcard - parents invited in for a meeting with a member SLT. Contract agreed that the pupil must either leave their phone at home or hand in their phone to Reception at the beginning of the day for the remainder of the academic year and isolated at social times for two weeks. **\*If pupils are found to have not handed their phone in, it will be confiscated and kept in school until parents/carers are able to collect it.**

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- **Step 5** - Fifth postcard - parents invited in for a meeting with the Principal. Contract agreed that the pupil must leave their phone at home for the remainder of the academic year and one week's isolation outside the Principal's office. **\*If pupils are found to have not handed their phone in, it will be confiscated and kept in school until parents/carers are able to collect it.**

Sixth Form students **ONLY** will be allowed to use mobile phones for study purposes during their independent study periods, ie before school, at break, at lunch and after school in the Sixth Form area. Please note that Sixth Form students will not be allowed to use their mobile phones in the canteen or around the school site.

Students will not be allowed to keep a mobile on their person for example in a coat or trouser pocket; this is to avoid the temptation for students to leave a mobile phone switched on and access it whilst in lessons or on the school site.

It is important to note that this policy also applies to unstructured time during the school day including before school whilst present on the school site, lesson changeovers, break time, lunchtime and after school detentions.

We hope that the policy will continue to allow pupils to be focused in lessons, will encourage pupils to be more sociable and communicative in unstructured time and inhibit some of the negative psychological impacts that use of mobile phones – and social media – can bring.

We would also like to reassure parents/carers that if a pupil needs to contact home in an emergency, pupils can see a person from their Year team and request that a phone call is made on their behalf.

Equally, if a parent/carer urgently needs to contact a pupil during the school day, then parents and carers can telephone Reception and a note can be passed to the pupil. We kindly request that parents do not contact pupils directly on mobile devices during the school day. As such, you may choose as a parent/carer to not send your child into school with a mobile phone. However, if you choose to send a child into school with a mobile phone, parents/carers must be aware that any mobile phone is brought onto the school site at the owner's own risk. The school will not accept any responsibility for the loss or damage to any device. We strongly advise parents/carers not to purchase very expensive mobile phone models in case of loss or damage.

We also feel that this is the appropriate time to remind parents/carers that earphones and (bluetooth) speakers are also not allowed to be used at school. Again, if these items are used on the school site, then staff reserve the right to confiscate them and, again, please see the above guidance on how they will be returned to the pupil or parent/carer depending on the frequency of confiscation. A sanction may also be issued depending on the circumstances.

Smart watches will still be permissible for pupils to wear on the school site as they have many different functions. However, as mobile phones will be required to be switched off and in bags during the school day, such wearable devices will not be allowed to be connected to mobiles and thus the internet. If a pupil is found to be using wearable technology to connect to a phone, then the wearable device, along with the phone, may be confiscated and a sanction issued in line with the school mobile phone policy.

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- We strive to fulfil everyone's learning potential. • We value high standards, hard work and a ceaseless desire to improve.
  - We provide a safe, kind, nurturing and inclusive environment. • We enjoy the journey together.



We are so lucky here at Nottingham Girls' Academy to have such supportive parents/carers and we hope that this letter has explained the rationale behind this decision, and we thank you in advance for your support in this matter.

Yours faithfully



**Mrs M Heron**  
**Assistant Principal**

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