



4th March 2024

Dear Parents and Carers,

Following a recent update from the government regarding [Mobile Phones in Schools: Guidance](#). We thought it necessary to send you a reminder of the Academy's policy around use of mobile phones and devices for pupils.

Pupils are allowed to bring a mobile to school in order to keep them safe. For instance, when:

- Travelling to school by themselves
- Young carers need to be contactable
- Communicating with parents/carers at the start and end of the Academy day

Pupils are allowed to bring phones in to the Academy, but these should be turned off and stored safely upon entering the Academy site. **Phones must not be seen, used or heard during the Academy day.**

The only exception to this is if, at the direction of the teacher, pupils are permitted to use their phone during activities/trips and visits/educational activities.

Although we do permit pupils to bring their phones into the Academy, it is paramount that these are switched off and left in pupil's bags at all times. Should pupils not adhere to these rules then their phone will be confiscated until the end of the day, where we would also ask parents/carers to collect their child's phone from the Academy. After this, we will enforce that the pupil does not bring their phone into school for the remainder of the term. If there are any further issues, then further sanctions will be put in place in line with our Academy behaviour policy.

Sanctions

If a pupil's mobile phone is seen or heard during the Academy day (once a pupil is on the Academy site, including Bus Park). The following sanctions will be applied:

Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)). If they are confiscated, a parent/carers will be required to collect this from the Academy office at the end of the Academy day. Pupils will not be allowed to do this.

Depending on the nature of the mobile phone incident further sanctions may be applied in line with the Academy Praise and Rewards (Behaviour for Learning) Policy.

If necessary we may be required to access the content of the mobile phone and search the pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows staff to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

If inappropriate content is found parents/carers and potentially the Police will be contacted and sanctions will be applied in line with the Praise and Rewards (Behaviour for Learning) Policy.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation
- Trolling
- Online bullying
- Grooming
- The creation or distribution of indecent/inappropriate images

Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The Academy accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in the school office in a secure location. Lost phones should be returned to the School Office. The school will then attempt to contact the owner.

Yours sincerely



Mr J. Simm
Interim Vice Principal