

Subject: Expectations for Mobile Phones and Electronic Devices

January 2026

Dear Parents and Carers,

We are writing to remind you of our expectations regarding mobile phones and other electronic devices, including headphones, during the school day. Our longstanding rule is that these devices should be turned off and kept in bags. Over time, we have allowed students to carry them in their pockets, provided they were not used during lessons or around the site. However, we have recently become aware that notifications are distracting students in class, and some have been using their phones to arrange meet-ups in the toilets. Therefore, we will be reinforcing the existing rule: all devices must be turned off and stored in bags moving forward. We will reiterate this to students next week during tutor time and assemblies, and we would greatly appreciate your support in this matter.

Key Expectations

- Phones and headphones should be switched off and stored in bags as soon as students enter the school site through the new green gate.
- Staff will kindly remind students at the green gate to turn off devices and put them away.
- Tutors will reinforce this expectation during tutor time.
- After tutor time, if a phone or headphones are seen, they will be collected and taken to Reception for students to pick up at the end of the day.
- Phones should remain in bags. If a phone is visible in pockets, waistbands, jumpers, or elsewhere, it will be confiscated by staff.
- At the end of the day, we understand students may need to contact home about transport. We simply ask that they wait until they have left the buildings and are exiting the school site before using their phones.

Please note:

- Students who refuse to hand over their device when asked will receive an internal suspension.
- There are a small number of exceptions for students that require their device for a known medical purpose and tutors, Heads of Year and the SEN team will make staff aware of these students.

Why These Rules Are Important

Electronic devices can be a major distraction during lessons and around the school site. By ensuring phones and headphones are switched off and stored away, we help students:

- Focus fully on learning without interruptions from notifications or social media.
- Engage positively with peers and staff.
- Maintain a calm and respectful environment in line with our school values.

We appreciate your support in reinforcing these expectations at home.

If you have any questions, please do not hesitate to contact us.

Kind regards,
Jon Scourfield

Assistant Head | Behaviour and Character