

Ref: TTR/awl

2 February 2017

Dear Parent/Carer

### **Mobile Phones in School**

Due to the continued inappropriate use of mobile phones, we have decided that students, apart from Post 16, will not be able to use mobile phones at anytime during the school day.

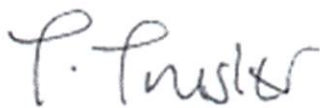
Phones must be switched off before students enter the academy building and remain switched off until students leave the academy at the end of the school day. This does not mean mute or on silent.

Should a student need to speak to a parent/carers, they should go to their College Admin Office or the Main School Office at break time, lunch time or at the end of the school day.

Phones and earphones should not be visible or heard. They will be confiscated if either of these things happen. Students can collect confiscated phones at the end of day from their College Admin Office but will be given a 1 hour detention. If it happens again, parents/carers will be asked to collect the phone at their earliest convenience.

This will take effect from Monday 6 February 2017.

Yours faithfully



**Tracey Trusler**  
Principal