



St Katherine's School



10 May 2019

Dear Parents/Carers

Over recent years the nature and number of mobile devices in school has changed significantly along with the whole context of internet and social media use. We now have a range of concerns about the general distractions caused by mobile phones, inappropriate use of social media sites including cyber-bullying, and the filming and photographing of other people without their permission. Recent studies have indicated how important it is for all of us to regulate time spent on our devices.

Following a review by the school, governors and in consultation with our Parent/Carer Association, we are introducing changes to the use of mobile phones across our school site. Details of the research and feedback was shared at our Parent/Carer Association Meeting on 28 January and can be accessed on our [website](#).

We recognise this is a significant shift for all members of our community and we will be introducing this to pupils in assemblies next week as part of a phased introduction (see overleaf). Our amended Mobile Phone Policy impacts on pupils, staff and all visitors to our school.

Key changes for pupils in Years 7-13:

- **Mobile devices must be switched off and in bags from the time pupils arrive on site in the morning until they leave the school at the end of the school day.**

One exception for students in the Sixth Form:

- Students may use their mobile devices in the Sixth Form Common Room and private study spaces within the Sixth Form block.

If you need to contact your child during the school day please call the school on 01275 373737 and we will pass the message to your child. If you need to speak to your child and they need to contact home we will ask them to call from the Student Support Office at break or lunchtime, unless it is an emergency.

We continue to monitor the effect of mobile devices on pupil safety, wellbeing and academic progress and will continue to educate our community on safe and regulated usage. Support for parents/carers around digital wellbeing and managing mobile phone use is available from the [UK Safer Internet Centre](#). We will be updating parents/carers on our phased introduction at our next Parent/Carer Association Meeting on Wednesday 10 July 2019.

Please contact your child's tutor or Head of House should you have any questions.

Yours sincerely

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Deputy Headteacher

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St Katherine's School @stkathsschool

Mobile devices - phased introduction: Term 5/6 2018/2019 - PARENTS/CARERS

Date	Phase Details
14-17 May	<ul style="list-style-type: none"> ● Assemblies with Mr Humphreys and Mr Southon ● Post-16 assembly with Mr Colebourne
20-24 May Phased introduction Stage 0	Current policy remains in force but following every incident it will be explained to pupils how the new policy will work
Half Term Holiday	
10-14 June Phased introduction Stage 0	As 20-24 May
17-21 June Phased Introduction Stage 1	<p>In lessons</p> <ul style="list-style-type: none"> ● A pupil must hand over to a member of staff any phone that is seen or heard in lessons. The device will be taken to the Student Support Office where it will be locked away until the end of the day ● If headphones are visible the mobile phone will be confiscated by the member of staff and taken to the Student Support Office ● The pupil will be given a Ready to Learn warning on Class Charts if the phone is not immediately handed in. <p>Out of lessons (from time on site to 3.20pm)</p> <ul style="list-style-type: none"> ● Reminder to switch mobile off and put in bag including at break/lunchtime - staff will ask all pupils to comply with this request ● Reminder that from Monday 24 June this will lead to confiscation <p>Failure to comply will result in a Serious Incident and a referral to Ready to Learn</p>
24-28 June Phased Introduction Stage 2	<p>In lessons</p> <ul style="list-style-type: none"> ● As 17-21 June <p>Out of lessons (from time on site to 3.20pm)</p> <ul style="list-style-type: none"> ● Any phone seen or heard will be confiscated by the member of staff and passed to the Student Support Office until the end of the school day ● If headphones are visible the mobile phone must be confiscated by the member of staff and taken to the Student Support Office. ● All phones will be returned at the end of the day. <p>Failure to comply will result in a Serious Incident and a referral to Ready to Learn</p>
1-5 July Full implementation of new policy	<p>In lessons</p> <ul style="list-style-type: none"> ● As 17-21 June <p>Out of lessons</p> <ul style="list-style-type: none"> ● Any phone seen or heard will be confiscated by the member of staff and passed to the Student Support Office until the end of the school day ● If headphones are visible the mobile phone will be confiscated by a member of staff and taken to the Student Support Office ● On the second occasion a parent/carer will be asked to collect the device <p>Failure to comply will result in a Serious Incident and a referral to Ready to Learn</p>
8-12 July Activities Week Full implementation of new policy	<p>In lessons</p> <ul style="list-style-type: none"> ● As 17-21 June <p>Out of lessons</p> <ul style="list-style-type: none"> ● As 1-5 July
15-19 July Full Implementation of new policy	<p>In lessons</p> <ul style="list-style-type: none"> ● As 17-21 June <p>Out of lessons</p> <ul style="list-style-type: none"> ● As 1-5 July