

**Monday 3<sup>rd</sup> June 2024**

## **Re – Change to Mobile Phone Procedures**

Annwyl parent/carer,

Following a period of extensive research and consultation with stakeholders, we have **made the decision to ban mobile phone use in our school community**. The reasoning behind this is to provide our pupils with a break from the constant pressures of mobile phones, alerts, messages and social media use; improving their wellbeing, social, communication skills and academic performance. The change to our procedures means that:

- mobile phones must not be seen or used while on site from when pupils walk through our school gates to enter site to when they leave the building at the end of the day;
- mobile phones must be switched off, out of sight and importantly **stored in a school bag; not on the person**;
- if a pupil's phone is visible or used; the pupil will be sent to our RTL (Ready to Learn) provision for that session where the mobile phone will be confiscated in a safe and secure lockable cupboard;
- headphones/airpods are also banned therefore if seen or used on site they will be confiscated along with the mobile phone;
- on the first two occasions a pupil uses their phone they can collect it themselves from the pupil office at the end of the day but any further use will result in parents/carers only, being able to collect the phone after school from the main office before 4.00 pm Mon - Thurs and before 3.30 pm on a Friday;
- mobile devices are brought to school at the pupils' own risk and the school continues to not be liable for any damage caused;
- sixth form students will only be able to access and use mobile devices in the sixth form hwb and staff within the staff wellbeing hwb and in their classrooms only when not teaching; it is critical that we are consistent in our practice across the school community to model healthy behaviours.

Please be reassured, **from a safeguarding perspective**, that by enabling pupils to carry their phones, out of sight and in their bag, they of course still have the capacity to access their phone both to and from school. Furthermore, by allowing them to turn on their phones at the end of the day when they leave the building, should there be an urgent message for example that they need to retrieve about a change of arrangements to their journey home, they can still access this.

To support pupils in what we recognise to be a significant change to current practice, we plan to do the following:

- lead a **whole school assembly** to detail the change to procedures; subsequently followed by more tailored and bespoke messages in Year Group assemblies and Barod (to take place this week;)
- facilitate a **'Digital Detox' fortnight** to prepare pupils for the full ban; to give pupils the opportunity to practise taking a break from the constant pressures of mobile phones: alerts, messages and social media use. This will be an opportunity for our staff to guide our pupils on what will happen should they not adhere to these new procedures; **(Fortnight beginning Monday 10<sup>th</sup> June to Friday 21<sup>st</sup> June)**

- provide all pupils with copies of their own timetable and Personal Tutors with copies of timetables to ensure that every pupil has access to this each day;
- re-introduce a revised school planner in September to enable pupils to record key notes and dates and to also enable them to access their timetable.

To support our school community in reinforcing this important change to our mobile phone procedure, we would respectfully ask that parents/carers help both the school and your child by doing the following:

- we would ask respectfully that you generally encourage your child to be more prepared for school; please ensure that your child carries a school bag every day and that they have planned for the correct equipment, books, kit and ingredients in their bag when leaving for school and that they know their timetable and carry a hard copy of it;
- **please do not attempt to contact your child via their mobile phone during the school day as it will be switched off;**
- should there be an urgent reason that you need to contact your child, for example should you need to collect your child from school prior to 3.05pm, you can only do so by messaging via classcharts (Report New Absence) or in the event of an emergency, telephone reception on 01633 892191.

We would like to thank you in advance of your support with this important change to our practice; it's crucial that we take a collective responsibility in developing across our young people a more healthy relationship with their mobile devices. It is something which we feel very strongly is going to have a significant and positive impact on improving pupil wellbeing and their progress in general. Please access the following link to a summary of our research for further and more detailed information on why such a change to our procedure is necessary; a policy which is in place across almost all secondary schools in Newport and one which has been recommended as good practice in the Education Sector both regionally and nationally.

[Click here for Research Summary](#)

**The mobile phone ban will commence on Monday 24<sup>th</sup> June, following the pupil assemblies and 'Digital Detox.'**

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Victoria Lambe  
Headteacher



David Williams  
Chair of Governors