

Dear Parent

**RE: The use of mobile phones at King Richard School**

I would like to say thank you to everyone for what has been a positive start to the new academic year. We have however noticed that a number of students have been using their mobile phones in and around school.

I therefore felt a reminder of the school policy on mobile phones was necessary to avoid any confusion.

1. Mobile phones should be '**off and away**' at all times, any phone seen or heard will be confiscated.
2. Phones that are confiscated will be returned to students at the end of the day in the first instance, although should there be a second occurrence a call will be made home with the requirement for a parent / carer to collect the phone on their child's behalf
3. The restriction is in place at all times while students are in the grounds of the school building, this includes when students arrive and leave at the end of the day. Phones should be away before students enter the school grounds and not accessed until they have left the site.
4. Should students wish to use their phone at the end of the day to contact parents with any concerns or for collection following school based activities they are asked to use the main reception area of the school where phones may be used during this time.

**The exception to the above is when permission has been granted by a member of staff for a student to use their phones to support learning.**

**Should a student feel it necessary to use their mobile phone to make a call during the school day then they must do so at the main office after informing staff who they are calling and why.**

We would ask that you further discuss this with your child and thank you for your support. If any further clarification is required then please do not hesitate to contact the school.

Yours faithfully

C Thomas

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