

We understand that most students have access to a mobile telephone and it is reassuring for both students and parents/guardian to be able to keep in touch whilst travelling to and from school.

However, we have rules regarding the use of mobile telephones whilst in the school building. Please see the outline below.

Use of the mobile telephones:

- Year 10 and Year 11 students are not permitted to use mobile telephones within the academy ground at any time. Mobile telephones brought to the Academy must be switched off prior to entering the building and kept out of sight in bags at all times whilst students are within the grounds.
- Sixth Form students have the privilege of being able to use their mobile phones in the canteen during the morning and afternoon break. Sixth Formers are not permitted to use their mobile phones anywhere else within the Academy grounds at any time and they must be kept switched off prior to entering the building and kept out of sight.
- Any student who has their mobile telephone on display, whether it is being used or not will have their phone confiscated and not returned until such time as a parent/guardian can come and collect it on behalf of the student.
- Using a mobile telephone where it is not permitted (this includes receiving messages or calls) will lead to the mobile phone being confiscated and not returned until such time as a parent/guardian can come and collect it on behalf of the student
- If a student refuses to hand their mobile phone to a member of staff, the student will be placed in the Reflection Room until the phone has been handed to a member of staff. Being placed in the Reflection Room will lead to the student receiving a 45 minutes Wednesday Detention.

These rules are in place to Safeguard all students from the misuse of mobile phone, and to ensure that of the Academy is an appropriate Educational setting.

If parent/guardian want to contact their son/daughter whilst they are in school, they should contact the main school telephone number **0203 773 4670** so a message can be passed on.

We thank you for your understanding on this matter.