



14th February 2020

Dear Parent/Carer

Learner's Mobile Phones

Over the course of the last two years we have made several revisions to our school **Respect Code** to create an environment that is more positive and conducive to excellent learning.

One of the changes we made this year was the change to our expectations around learners using **mobile phones** during the school day. In July we sent all families a letter which included the following:

"Learners will no longer be able to use or access their mobile phones during the entire school day, including break and lunch times. Phones can be used outside of the school building before 8.40am and after 3.20pm."

I am pleased to say that the vast majority of our learners have embraced the change and it has made the school a more vibrant social setting at break and lunchtime as a result. Unfortunately there are a small number of learners who are repeatedly failing to follow this rule, resulting in their phones being confiscated several times in a week. This is an issue we are now looking to address.

From **Monday 24th February** we will update our procedure regarding confiscating phones from learners who repeatedly fail to meet this expectation. During the school year (September to July) if a learner's mobile phone is confiscated as a result of them having it out during the school day, the following will happen:

- **Occasion 1 & 2** - the mobile phone will be confiscated by a member of staff and held in Learner Reception until the end of the day where **the learner can collect their mobile phone**.
- **Occasion 3 onwards** - the mobile phone will be confiscated by a member of staff and held in Learner Reception until a **parent or carer can collect the mobile phone** - this must be a person whose information we hold on our **school record** and **not** just a person over the age of 16. This can be collected at the end of the school day that it is confiscated or any time after that. If the device is unable to be collected that evening we will **store it securely in school until it can be collected**.

We want to also make families aware that for those learners that attend **after school revision clubs and Independent Study club**, the same rules and expectations will apply.

Please also be aware that the same procedure will be followed for learners using **AirPods and other wireless headphones**. The only exception to this is for learners who study GCSE Dance and are permitted to use wireless headphones, but only during their timetabled Dance learning sessions.

We thank you in advance for supporting the school in our continuing efforts to make Honywood a school that our learners, their families and the wider community are proud of. Should you have any questions or wish to discuss this further, please do not hesitate to get in touch with a member of the Senior Leadership Team.

Yours sincerely

James Saunders

Headteacher: James Saunders MBA
Honywood School, Westfield Drive, Coggeshall, Essex CO6 1PZ Tel: 01376 561231 email: admin@honywoodschool.com