



Friday 13th February 2026

Dear Parents and Carers,

Re: Mobile Phone Procedures and Changes to PE Changing Room Protocols

I am writing to inform you of an important update to our procedures regarding students' use of electronic devices in school.

As you are aware, we operate a clear and robust mobile phone policy summarised as **"See it, hear it, lose it."** Any student whose phone is seen or heard during the school day has it confiscated. On the third occasion - and on every subsequent occasion - a parent or carer is required to come into school to collect the device. This policy has been in place for some time and has helped to ensure that mobile phones do not disrupt learning.

You will also be aware of the government's recent move towards stricter national guidance designed to ensure that schools are phone-free spaces. We are pleased to confirm that our existing procedures already place us ahead of these expectations. We remain fully committed to maintaining a calm, focused and disruption-free learning environment for all students.

Following a recent breach, we are introducing an additional measure specifically relating to PE changing rooms.

With immediate effect, students will be required to hand their mobile phones to their PE teacher before entering the changing rooms. Phones will be placed in a locked storage box and kept securely by staff for the duration of the lesson. Devices will be returned to students at the end of the session.

This measure will require a small amount of lesson time; however, this is a proportionate and necessary step to protect the privacy and safety of all students. Changing rooms must remain safe spaces, and it is essential that we eliminate any risk associated with mobile phone use in these areas.

At our school, our values - **Think Big, Do the Right Thing, and Team Spirit** - underpin every decision we make. In particular, this change reflects our commitment to **Do the Right Thing**: showing respect for others, safeguarding their dignity, and acting responsibly even when no one is watching.

More broadly, we recognise that in the wider world there is an increasing tendency for people to record events on mobile phones rather than take responsible action. We are explicit with students that **doing the right thing** means not filming, sharing or circulating incidents, but instead taking practical steps - such as informing a member of staff immediately, seeking help for someone who may be vulnerable, or removing themselves and others from an unsafe situation. We will continue to challenge behaviours that prioritise

recording over responsibility. Developing integrity, empathy and accountability in this way is central to the values and expectations of our school community.

With these changes comes a firm expectation around compliance. Any student found to be in breach of this process will face consequences in line with our behaviour and safeguarding policies.

We appreciate your continued support in reinforcing with your child the importance of adhering to school procedures. By working together, we can ensure a safe, respectful and focused environment for every member of our school community.

Kind Regards,

A handwritten signature in cursive script, appearing to read 'Adam Hill'.

Adam Hill
Assistant Headteacher

A handwritten signature in cursive script, appearing to read 'Emma Adrio'.

Emma Adrio
Deputy Headteacher