



17 October 2023

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Headteacher: Anne Kyle

## RE: Mobile Phone Usage Policy

Dear Parents and Carers,

We would like to take this opportunity to share a review of our school's Mobile Phone Usage Policy following the recent changes made by the Department for Education.

Our goal is to create a conducive learning environment that minimises distractions and fosters a focused and safe educational experience for all our pupils. This has been echoed by the Department of Education who are now supporting a ban in mobile phones across all schools in the UK.

As Assistant Head at Willow Bank, I want to ensure that you are fully informed about our school's policy regarding mobile phone usage. Our policy, with immediate effect is:

1. **Phone Submission:** All pupils are required to hand in their mobile phones at the reception upon arrival. These phones will be securely stored until the end of the school day.
2. **Three Strike Rule:**
  - **First Offence:** If a pupil is seen with their phone during school hours, they will receive a verbal warning from the staff member who observes the violation.
  - **Second Offence:** In the event of a second offence, we will contact you, the parent or carer, to discuss the issue and the importance of adhering to our policy.
  - **Third Offence:** If a pupil is found using their phone for the third time, they will face a suspension from school for a designated period. This is intended to reinforce the importance of following school rules.

Our aim is not only to enforce discipline but also to teach our pupils the value of respecting rules and boundaries. We believe that limiting mobile phone usage during school hours helps pupils stay focused and engage more actively in classroom activities. In instances, where it has been identified as strategy to learning within their EHCP, alternative methods will be offered e.g., a school iPad and/or MP3 player.

We kindly request your support in ensuring that your child understands and complies with this policy. By working together, we can provide the best possible learning environment for all pupils at Willow Bank. Should you have any questions or concerns regarding this policy, please do not hesitate to reach out to us. We value your feedback and are always available to address any inquiries you may have.

Thank you for your continued support.

Yours sincerely,

Kimberley Buck  
Assistant Headteacher

**NB: All visitors to Willow Bank School will be expected to produce up to date photographic ID**

