

Our Ref VG/jd/MobPhoneSep19

4 September 2019

Dear Parent/Carer,

At QKA, our students **aspire** to the highest standards of literacy. Our teachers seek out opportunities to develop student communication and their oracy in particular. We are committed in ensuring the school provides a wealth of opportunities for students to have quality conversations with one another and staff. We **trust** our teachers and leaders to provide a safe and healthy environment where everyone can flourish. We acknowledge that mobile phones and other devices have some learning benefits; however, it is our belief that heightened access to screen time can inhibit our students' social and literacy development. We are **disciplined** in ensuring that our students communicate with one another without mobile phones at all times during the school day. We encourage our students to use their devices to support their independent learning outside of school and educate them on how to stay safe and healthy with modern-day technology.

### Mobile Phone Use at Queen Katharine Academy

- KS3 and KS4 students are encouraged not to bring mobile phones, headphones or other devices into school.
- If they choose to, they must be switched **off and away** in their school bag at all times whilst on the **school site**. They cannot be kept in their pockets. Headphones should also be kept in bags and not be worn.
- KS5 students can only use their phones in designated areas to support their learning. They may use their phones in lessons if directed to do so by their teacher.
- Students are responsible for any loss or damage if they bring mobile technology into school.
- Any KS3/KS4 student who is found to be using a mobile phone will have it confiscated and a parent will need to pick up at the end of the school day.
- If a parent is unable to pick up, the phone will be returned the following school day to the student. If confiscated on a Friday, the phone may be picked up at the end of the school day by either the student and/or parent/carer.
- Any KS5 student who is found to be using their phone in a non-designated area or without the permission of their teacher will have the same sanctions applied as KS3/KS4.

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- Students who refuse to hand over their phone to a member of staff will be supported through the on-call team.
- In PE lessons, students are permitted to hand in their switched-off phone to their teacher for safe keeping.
- In emergencies, parents can continue to contact their child through reception.
- If a phone is confiscated, parent/guardian will receive a text message on the number the academy holds. It is important that parent details are kept up to date.

In order to work with families and students to raise awareness of this new policy, we will phase in these changes in the following ways:

**WB 2<sup>nd</sup> September Phase 1 (3 days) – Wednesday 4<sup>th</sup>, Thursday 5<sup>th</sup>, Friday 6<sup>th</sup>**

If any student is seen with their phone, they are **prompted** to put it into their bag and they are reminded that if it happens next week, the phone will be confiscated.

**WB 9<sup>th</sup> September Phase 2**

If any student is seen with their mobile technology, it is **confiscated** straight away and stored in year team areas until the **end of the day**. Any student who refuses to hand a phone over to a member of staff will be supported through our on-call system. Parents can pick up the phone at the end of the school day from Reception.

As always, if your son/daughter needs to make contact home or you need to contact them during the school day, this can be done through the year team or the main reception.

Finally, we hope that you will continue to support the school as we strive to secure the focus on learning and excellence in all areas of provision. If you would like to discuss any of the changes outlined in this letter, please feel free to contact a member of the Senior Leadership Team.

Yours sincerely



**Veronica Giaquinto**  
**Deputy Principal**

