



**Ready, Respectful, Resilient**  
Headteacher: Mrs T Price BA (Hons) MA Ed

22 May 2024

Dear Parents/Carers,

**RE: Use of mobile phones and smart devices**

We are extremely proud of the fact that the majority of our pupils at James Bateman Middle School, adhere to the acceptable use of mobile phone/devices policy that we have in school. However, it has come to our attention that a small minority of pupils are not adhering to the rules that we have in school. These rules are there to protect and safe-guard our pupils and staff and it is extremely important that our mobile phones/devices policy is followed.

While we understand that some parents/carers allow their child to bring a mobile phone to school for security and safety, if mobile phones are turned on in school, they serve as a distraction to the learning of pupils and they could potentially pose as a risk to the safety of pupils in school. We strongly recommend that you discuss the contents of this letter with your child and consider whether it is necessary for them to bring their phone into school at all.

**We would like to remind you of the following rules as clearly stated in the mobile phone/devices policy:**

- Mobile phones/smart devices **must** be switched off and kept out of sight during classroom lessons and while moving between lessons. (Pupils are able to drop their mobile phones at reception in the morning and collect them at the end of the day if they would prefer to).
- Parents/carers are reminded that in cases of emergency, their first point of communication should be made by telephoning the school office. This is so that parents/carers contact the school first so that we are aware of any potential issue and may make the necessary arrangements.
- Mobile phones/smart devices (including AirPods) should not be used in any manner or place that is disruptive to the normal routine of the school, including while walking in or out of school on the school grounds.
- Mobile phones/ smart devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application at any point during the school day and during other educational activities, such as assemblies
- Should there be any disruption to lessons caused by a mobile phone/smart device, the pupil responsible may face consequences in line with the school's behaviour policy.

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- Pupils who infringe the rules set out in the mobile phone/devices policy will face having their phones/devices confiscated by teachers. If the phone is being used inappropriately, the pupil must give it to a teacher if requested. Parents will then be asked to collect the mobile device. Mobile phones deposited in the office will be kept safely in a locked box. Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents to ensure mobile phones are properly insured. It is recommended that pupil's phones are security marked and password protected.
- It is unacceptable to take a picture of a member of staff without their permission.
- It is unacceptable to take a picture of a member of any pupil without their permission.
- Any content deemed to be of an inappropriate or illegal nature will be reported to the police and local authority safeguarding team.

Please see the flow chart on the following page to highlight the stages of consequences for the misuse of mobile phones/devices.

Our mobile phone policy is currently being reviewed in line with the recent DfE guidance and will be available on the school website shortly.

Thank you for your ongoing support.

Yours sincerely



Mrs T Price  
Headteacher



