



25 March 2026

Dear Parent/Carer

RE: Mobile phone policy addendum for sixth form students

I am writing to inform you of an important update to our Academy's Mobile Phone Policy **for Sixth Form students only**.

This follows new government guidance requiring all schools to implement a total ban on mobile phone use during the school day to improve focus, behaviour, wellbeing, and safety. In line with this national expectation, we are strengthening our existing approach so that students can learn in a calm, safe, and distraction free environment. The government has also recognised that Sixth Form students have greater independence and responsibility, and that limited and controlled mobile phone use may be appropriate at specific times and in designated areas.

Updated Policy – What This Means for Students

From Wednesday 1 April 2026, the following expectations will apply to all students:

Addendum A: Sixth Form Mobile Phone Expectations

(This addendum applies only to students in the Sixth Form and should be read alongside the main policy.)

A1. Permitted Use

1. Mobile Phones Must Not Be Seen or Heard

- Phones must be **switched off before entering the Academy site**.
- Phones must be kept at the **bottom of students' bags** for the entire school day (**except for within the Sixth Form common room and study area**).

Mobile phones must **not** be seen or used in:

- corridors
- classrooms
- any other part of the building

This includes break, lunchtime, and transitions between lessons.

A2. Sixth Form Specific Sanctions

A2.1.

1st Incident

- Mobile phone removed and logged
- Device returned to the student at the end of the school day

A2.2.

2nd Incident

- Mobile phone removed and logged
- Parent/Carer contacted to inform them
- Student issued with a clear warning that a third incident will require parental collection

A2.3.

3rd Incident

- Mobile phone removed and logged
- Parent/carer required to collect the device in person

A2.4 Refusal to Hand Over a Device

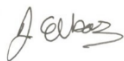
- Immediate one day Fixed Term Suspension
- Continued refusal in subsequent incidents will result in escalating sanctions (e.g., two day or three day Fixed Term Suspension)

Conclusion

This addendum ensures Sixth Form students retain limited, supervised access to mobile phones while maintaining the Academy's commitment to a safe, calm, and focused learning environment for all.

If you have any questions or would like further clarification, please do not hesitate to contact the Academy.

Yours faithfully,



Mrs J Elbaz

Executive Principal

#see it, take it, have to collect it