



MAIDEN ERLEGH SCHOOL

Headteacher: Mr P. Gibson
MSc (Educational Leadership), BA (Economics)

Silverdale Road, Earley,
Reading, RG6 7HS
0118 926 2467
office@maidenerleghschool.co.uk
www.maidenerleghschool.co.uk

4 September 2019

Dear Parent/Guardian

Mobile Phone Ban

Following the letter sent out in July 2019 by Mr Gibson, I wanted to clarify the arrangements regarding the use of mobile phones in school.

Mobile Phones: Year 7 – 11

Students are not allowed to use their mobile phones throughout the school day. They will need to switch it off before they come onto the school site (outside the school gates) and put it in their bag. It cannot be turned on again until they have left the school site (outside the school gates). In the case of an emergency, they can see their Head of Year or go to reception to make a call.

If they are seen with a mobile phone in school, it will be confiscated, taken to reception and they can collect it at the end of the school day. You will receive an email.

Our Mobile Phone Escalation Process has been included below, for your information:

Stage 1	<ul style="list-style-type: none">• Student is found with phone in school.• Phone will be confiscated by a member of student facing staff and given to reception.• Reception will log the incident and send a message to the parent/guardian to notify them.• Student can collect mobile phone from reception at the end of the day.• If student refuses to hand over the mobile phone, then On Patrol or a member of the Senior Team will be called and will follow the Behaviour Policy of the school.
Stage 2	<ul style="list-style-type: none">• Student has had phone confiscated 3 or more times in 1 term.• Head of Key Stage to speak to parents.• Student has to hand phone in at the start of each day.
Stage 3	<ul style="list-style-type: none">• Student does not comply with Stage 2 and is found using phone again in school.• Phone will be confiscated by a member of student facing staff and given in to the Headteacher.• The Headteacher will then decide when he will give the phone back and the arrangements with parents.

Mobile Phone: Sixth Form

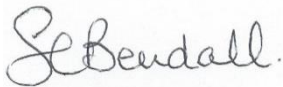
Sixth Form students will not be allowed to use their mobile phones around most of the school site, however, there are certain places which are an exception:

- F/G block during tutor time to check notices.
- F/G stairwell (near sixth form area).
- Sixth form common room and study area.

If they are found with their phone out in another area of the school, they will be asked to put it away by the member of staff. The member of staff will email the Head of Sixth Form. If the sixth former has previously been reported for this, the Head of Sixth Form can choose to move to Stage 2 of the escalation process above.

If you can please discuss these arrangements with your son/daughter and thank you for your continued support.

Yours sincerely



Mrs S Bendall
Senior Assistant Headteacher, SENCO