



Springwood Federation, Springwood Avenue, Waterlooville, Hants, PO7 8ED
Executive Headteacher: Mrs J Livingstone
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Website: www.springwoodfederation.co.uk

4th March 2024

Dear Parents/Carers,

The DfE have shared guidance which can be found on the below link for the use of Mobile Phones in Schools:

https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf

Please can I remind you that if your child is walking to and from school alone and requires a mobile phone, they need to give it to a staff member outside the junior school office. It can be collected from this point at the end of the school day. They will be stored in the school office. The school will not accept liability for loss or damage to any mobile phone. **Ideally, children should not need their mobile and I would encourage them to keep it safely at home during the school day. This also applies for smart watches.**

Recently, a **small minority of children** have not handed their phones in. This is a Safeguarding concern and whilst I appreciate mistakes are made, children need to be reminded of their responsibility to adhere to policy.

The guidance states *“Schools have the power to confiscate mobile phones or similar devices as a disciplinary penalty”*. If your child is found with their mobile phone on them in school/stored in their bag, the phone will be checked alongside your child to ensure photos and videos have not been taken. The follow steps will then occur:

- Sanction 1 (first offence) - You will receive a text message to ask you to collect your child’s phone between 3-4:30pm from the school office.
- Sanction 2 (second offence) – You will receive a text message to ask you to collect your child’s phone between 3-4:30pm from the school office. Your child will not be permitted to bring their phone into school for one week. You will receive a text notification.
- Sanction 3 (third offence) - You will receive a text message to ask you to collect your child’s phone between 3-4:30pm from the school office. Your child will not be permitted to bring their phone into school for one month. You will receive a text notification.
- Sanction 3 (fourth offence) - You will receive a text message to ask you to collect your child’s phone between 3-4:30pm from the school office. Your child will not be permitted to bring their phone into school for the remainder of the academic year. You will receive a text notification.

If you wish to discuss the contents of this letter further, please do not hesitate to contact the office and an appointment will be made for you.

Best wishes to you all

Mrs J Livingstone
Executive Headteacher



Hampshire
County Council