



Eden Girls

06 December 2022

Dear Parent/Guardian,
Assalamu Alaikum - Peace be with you

RE: Mobile Phones

This letter is to remind parents, if your daughter has been given permission to bring a mobile phone to school, they are required to hand their phone into the Head of Years at the start of the school day and collect it at the end of the day. They are asked to sign a log confirming that they have safely dropped off and picked up their phone. Pupils are not permitted to keep a mobile phone in their possession during the school day and any pupil found with a phone will be disciplined in line with the school's Behaviour Policy and Rewards and Sanctions procedure. The phone will be confiscated, and the pupil's parent/guardian will be asked to attend a meeting and to collect it.

Our school takes stringent measures to ensure the privacy of our pupils and staff is protected and prohibiting the use of mobile phones helps to keep everyone in our school community safe, happy, and well. Without the constant distraction of their mobile phones, pupils can focus more on their lessons and, as a result, their grades often improve.

We therefore ask that, if your child has been given permission to bring a mobile phone into school, you remind them of the rules set out below. Breaking these rules can put all our pupils and staff at risk – and may prevent us from allowing pupils to bring in mobile phones, even in exceptional circumstances.

If you need to contact your child throughout the school day, please feel free to call the School Office – your message will be passed on to your child.

May I also take this opportunity to remind you that, if your child has been given permission to bring a mobile phone into school, they do so at their own risk. The school will not accept liability for lost, damaged or stolen phones.

Thank you once again for your cooperation.

Yours sincerely,

Maschil De Guzman
Assistant Principal
Designated Safeguarding Lead



Mobile Phone Rules

As a pupil who has been given parental permission to bring your mobile phone into school, you must follow each of the rules listed below.

1. You are not allowed to bring a mobile phone to school unless your parents have given you permission.
2. You must hand in your mobile phone to a member of the reception or pastoral staff at the start of the school day and follow the storage guidance provided.
3. It is important to remember that your mobile phone is left in school at your own risk.
4. Only you can drop off or pick up your mobile phone - another pupil cannot drop it off or collect it on your behalf.
5. You must sign a sheet every day to confirm that you have dropped off and picked up your phone.
6. If you have an intervention/detention, you must collect your phone at the end of the intervention/detention.
7. You must be discreet about having your phone in school. For example, you should not show your phone to other pupils before you drop it off or after you pick it up.
8. Your phone is to be switched off before entering the school site. And the phone is to be switched on after leaving the school site.
9. You must not allow other pupils to use your phone.
10. You are not allowed to take a picture or make a recording on the school site or outside in the vicinity of the school. This also applies if you use a school bus/coach if you are in school for holiday or after-school intervention classes.
11. Even when you aren't on the school site, you are not allowed to upload any images or videos made of pupils in their uniforms or the school.
- 12 You must not take or share images/videos of others without their permission.