

18<sup>th</sup> October 2023

Amh/jcl.parent.carerletter.18102023



Dear Parents and Carers

## MOBILE DEVICE POLICY AND 5 FUNDAMENTALS

I am writing to let you know about the implementation of our new 'Mobile Device Policy' and an explanation of our new "5 Fundamentals" which will be introduced from Monday 30<sup>th</sup> October.

### Mobile Device Policy

As explained in a previous correspondence, from 30th October 2023 St John's Marlborough will be a phone-free (to include mobile devices such as tablets, games consoles and headphones) school for students in Years 7-11. The aim of a device-free school is to encourage students to interact with one another and develop their social and interpersonal skills, whilst considering their well-being and the overconsumption of information accessible through their mobile devices.

### How will it work?

- Students must have mobile devices switched off or on silent and stored securely from **8.30am to 3.00pm**. We recognise that many students arrive at school much earlier in the morning and/or are required to stay at school beyond 3.00pm to wait for buses or attend after school activities. This is why the policy only applies between 8.30am and 3.00pm.
- Mobile devices should remain switched off or on silent (vibration turned off) unless permitted to use them for educational purposes by a member of staff. No device should be seen or heard until students have left their final lesson at 3.00pm.
- If there is an urgent issue or a message that needs to be relayed to a student during the school day parents, carers or guardians should call main reception or email the Key Worker to pass information to the student. Should the person contacting the school need to speak to the student that will be possible via main reception or pastoral offices. Students can go to main reception or pastoral offices to seek access to a phone to call home at appropriate times during the school day (not during lesson time).
- Should a student have their device visible at any point **between 8.30am and 3.00pm** during the school day, a member of staff will confiscate the item, place it in an envelope, write the student's name and hand in to main reception where it will be stored securely. (Schools are permitted to confiscate devices from pupils under sections 91 and 94 of the Education and Inspections Act 2006.)
- Students will then be able to collect their phone from reception at 3.00pm.
- If a student refuses to hand over their device, it could result in a significant sanction and parents will be contacted.
- If a student has their device confiscated twice in a term, parents will be contacted to let them know and students will receive 3 negative behaviour points.
- If a student has their device confiscated more than twice in a term, students will receive 5 negative behaviour points and parents will be asked to collect the phone from reception after 3.00pm.



## Exemptions

- To support the needs of all of students it is important to acknowledge those that need wider consideration to support their medical and special educational needs whilst in school. This will be considered on a case-by-case basis and medical professional evidence will be required (if not already known) to explain the need required.
- Students with an exemption will be able to use a device throughout the school day. However, the use of the device must not be in student facing areas whenever possible i.e., the student will need to be in an identified safe space, or staff office to be compliant.
- Students that need ear defenders can use them throughout the day in all areas – this does not include headphones attached to mobile devices.
- The year team will issue exemption passes to students once families have shared the medical evidence requested.

## Timetables

- Students will be provided with a paper copy of their timetable and a small plastic wallet which can easily be kept safe and stored in their blazer pocket or in their school bag. Students will not be able to access their phones to check their timetables.

The following poster has been on display around the school for a couple of weeks now, and the policy has been explained to all students. I acknowledge that change can be difficult and your support in this matter is very much appreciated.



## “5 Fundamentals”

Student behaviour and attitude to learning at St John’s is generally excellent, and I have enjoyed visiting lessons where all students are fully engaged in their learning and where they are demonstrating exemplary behaviours and attitudes. From time to time however, some students don’t meet our expectations, and we felt it would be beneficial to make those expectations very clear.

These expectations of behaviour in the classroom are underpinned by our “5 fundamentals” and linked to the St John’s ethos of promoting Independence, Challenge and Resilience, whilst encouraging students to be kind and feel supported and happy. All students have been made aware of these clear and simple expectations:

**THE FIVE FUNDAMENTALS**  
Student Expectations

**1 ARRIVE ON TIME**   
I will be ready to learn  
I will sit where I am expected to sit without question  
I will have my equipment out on the desk (if needed)  
I will focus on the teacher ready for the start of the lesson

**2 FOLLOW INSTRUCTIONS**   
I will follow adult instructions promptly without question  
I will politely ask for clarification from an adult if I need to

**3 LISTEN**   
I will listen to the contributions of others; adults or students  
I will be prepared to respond

**4 REMAIN ON TASK**   
I will complete my work to the best of my ability  
I will focus on my learning  
I will not be distracting or distracted by others  
I will not begin off topic conversations

**5 BE POLITE AND RESPECTFUL**   
I will be kind and supportive of others  
I will not be rude or offensive to others; adults or students  
I will not disrupt learning with silly comments

**STJOHN'S**  
MARLBOROUGH

These expectations have been explained clearly to all students at St John’s, and I would appreciate you taking time to discuss them with your child/ren at home.

Have a wonderful half term.



**Mr A Henderson**  
Principal