



## LOWER ACADEMY

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## UPPER ACADEMY

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Dear Parents and Carers,

As we come to the end of a very busy half term I would like to remind you about our school rules for **mobile phone use**.

Our school is a **phone-free environment during the whole school day**. This follows guidance from the Department for Education and helps us create a safe, calm and focused place for learning.

### **This rule applies at all times while students are in school, including:**

- Lessons
- Moving between lessons
- Breaktime and lunchtime
- Any other time during the school day
- School activities that take place during the day

### **Our Expectations**

Students must not use mobile phones, ear pods or headphones during the school day.

We use a simple rule: **“Not Seen – Not Heard.”**

- Phones and devices must stay out of sight and silent.
- Phones must not be used in lessons for any reason. We will always provide the equipment students need.

If a phone or device is seen or heard:

- *A member of staff will take it to reception, where it will be kept it safe*
- *It can be collected from reception at the end of the school day*
- *If this happens more than once, there will be further consequences*

### **Why this is important**

These rules help us to:

- Reduce distractions so students can focus on learning
- Encourage positive behaviour and good friendships
- Keep students safe from online risks during the day
- Make sure the rules are fair and the same for everyone

### **Working together**

All staff will apply this policy carefully and consistently after the half-term break.

We ask for your support by reminding your child/ren that phones must not be used during the school day and helping them understand the rules.

Thank you for your continued support. It makes a real difference in helping us provide the best possible environment for all students.

Wishing you a lovely half term break.

Yours sincerely

[www.basildonacademies.org.uk](http://www.basildonacademies.org.uk)

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