

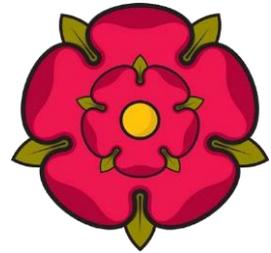
Lancaster Girls' Grammar School

Regent Street Lancaster LA1 1SF

Tel: 01524 581661

Email: lggs@lggs.lancs.sch.uk

www.lggs.org.uk



November 2019

Dear Parents

I am writing to remind you of LGGS's behaviour policy concerning the use of mobile phones in school. These rules apply to all pupils in Year 7 through to Year 11 and apply to all uses of phones, whether that be making a call, texting, looking at social media posts or photographing/filming.

We understand that the pupils may wish to carry a mobile phone with them, especially if they are travelling by public transport to and from school. However we do not permit use of mobile phones at any time during the school day. That includes breaks and lunchtimes. Mobile phones should be switched off from 8.40 until 3.30, and alarms etc disabled. If a pupil is found using a phone during the school day she will automatically be given a detention.

We ask parents not to text / phone their daughter during the school day, as she should not be accessing her phone. If a message needs to get to a pupil, parents can phone the school and the Reception staff will ensure that the pupil receives the message. If a pupil needs to contact home during the school day they should go to Reception or the KS4 office, where they can use their mobile phone.

If a pupil uses their phone at any point during the school day, in addition to the penalty points, the phone will be confiscated for the remainder of the school day. The phone will be kept in the school safe in the main office. It will be the pupil's responsibility to collect the phone at the end of the school day.

Pupils can check their phones in their form rooms before the start of the school day, making sure it has been put away and switched off by 8.40am. Pupils can also check their phones in their form rooms at the end of the day but should not leave school looking at their phones. Use of a mobile phone before 8.40 a.m or after 3.30 p.m in any part of the school apart from a form room will lead to the phone being confiscated that day (if before 8.40) or the following day (if after 3.30). If a pupil forgets to hand in their phone the following day they will be placed in lunchtime detention. If a pupil's phone is confiscated more than three times in an academic year, parents will be contacted. The pupil will have to hand in their phone to the office on a daily basis for a longer period of time, which will be at least a week.

We feel it is important that pupils have time away from their phones during the school day. I know that many parents are concerned about how much their children use their phones and the influence of social media sites. More information can be found on the Parent support section of our website, www.lggs.org.uk

Yours sincerely

Mrs J S Cahalin
Headteacher

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