

## How will smartphones be collected and returned? Where will they be stored?

### For Year 7

Smartphones will not be collected from students in Year 7 as they are not permitted on the school site. Brick or dumb phones are allowed but must be switched off and in bags.

### For years 8 – 11

To ensure a secure and efficient process, phones will be switched off and handed in each morning during tutor time. Each tutor group will have its own lockable, storage box with a labelled slot for each student to avoid any mix ups. Phones will be returned during the second tutor period before period 5, ensuring that students can retrieve their devices in good time, although they must remain off and in bags until the end of the school day.

Once our end of day routines are fully embedded, we will transition to returning phones during the afternoon tutor time when this moves to the **end** of period 5, minimising any disruption to after school travel or clubs. Students will have phones before they need to leave at the normal time.

The images below show the storage boxes being used for all smartphones in Years 8–11. Each tutor group has its own box with an accompanying daily register. Every student is allocated a numbered slot, which is where **they will** place their phone at the start of the day and collect it from at the end. The boxes are fully lined to ensure that all devices are safely stored and protected from damage during the school day. Boxes will be stored in a central locked space, not in classrooms, tutor rooms or offices.



**How will they be collected if leaving school early for an appointment or unwell?**

The space where phones are stored is accessible by Student Services during the day for students who need to leave for appointments or due to sickness before the end of the school day.

**How will smartphones be collected and returned for those arriving late?**

Students arriving late will report and sign in as late with Student Services as normal. When doing this they will deposit their phone in a separate Student Services secure box. In this case students arriving late will need to collect their phone at the end of the school rather than it being returned by their tutor during afternoon registration.

**How will you check if students have second phones or do not hand in the phone they have?**

We will conduct spot checks as appropriate.

**My child is in year 7, has a smartphone that I can make as a 'brick' with an app – is it okay for them to have this in school?**

For students in Year 7, as communicated as part of the induction process in June, smartphones are not permitted. Students in Year 7 are able to bring a 'brick' phone to school which will need to be turned off and out of sight in bags until they leave the school site at the end of the day.

**How can I track my child's whereabouts if they don't have a smartphone?**

While we appreciate that some parents use smartphone tracking, students remain under the school's duty of care during the school day. Their safety is managed through our established safeguarding and attendance systems. Students are accounted for at all times on site and during trips. Parents can always contact the school directly in emergencies. There are devices available on the market that offer the facility to track without a smartphone if this is something a parent/carer requires outside of school.

**Cost of purchasing a 'brick' phone**

We understand the concern about additional expense. Parents are not required to purchase a new device if their child does not already have one, we have communicated that the key requirement is that smartphones are not brought into school, not that a replacement phone must be purchased. Families may choose whether or not to provide an alternative device. Brick phones are available from £8 - £10 from various suppliers. Some families are using the saving on their data contracts to mitigate against the additional cost of a brick/dumb phone where their child already has a smartphone.

### **Current mobile phone policy does not reflect most recent changes**

We acknowledge the need to update the formal mobile phone policy on the website to reflect these changes and this is in progress. Policies need to align with practice so that expectations are clear for all stakeholders. The requirement was communicated to parents and students at the end of the last academic year, as part of induction for students/parents/carers joining us in Year 7 and again at the start of term.

### **What happens if my child refuses to hand their phone in during morning registration/on arrival to school?**

Non-compliance will be treated (as in any failure to follow staff instructions) as a behaviour issue and managed through the school's behaviour policy as consistency is essential to fairness and safeguarding. As we have already communicated, some students require phones as part of a medical or educational support/safeguarding plan EG. diabetes monitoring or reading pens connected via smartphone apps. In these cases, individual arrangements will be made in line with each student's care/support or safeguarding plan and we remain fully committed to supporting the individual needs of all our students.

### **Safeguarding concerns**

The restriction of smartphones reduces safeguarding risks, particularly around online safety, cyberbullying, and inappropriate content. Exceptions will be made where there is a genuine safeguarding or medical need, agreed with the school. The changes are intended to reduce overall safeguarding risks, not increase them. Exceptions would only be considered individually for safeguarding/medical reasons.

### **Wisepay – if transferring to another system will any money remaining on wisepay accounts transfer over?**

Funds from Wisepay will transfer to Arbor automatically. Further details will be provided before the transfer takes place, which is planned for later in this academic year.

### **How will my child tell me if there is no money on their wisepay and I need to top it up so they can eat at the canteen?**

Parents will need to ensure Wisepay accounts are topped up as required. Students do not have access to their Wisepay accounts directly, however all parents/carers do. Parents will need to check balances.

### **How are the students set in years 7, 8, and 9 in different subjects. What do the different letters mean on their arbor timetable and how/when will they have opportunities to move up or down?**

Explaining the setting and coding on timetables will be communicated shortly, in a separate communication.

### **Removing the 5 minute movement breaks – what is the rationale? Where has this time gone to?**

While navigating from one lesson to another, can take sometime on our school site, this is dependant on the distance between different lessons. Much lost learning has occurred due to punctuality despite having a 5 minute period for all students to move from one classroom to another. The removal of this movement break encourages all students to move straight to their next lesson and minimises lost learning due to poor punctuality. Moreover, this time is now added to lunchtime, to provide longer for students to eat, visit the toilet, rehydrate, relax and engage in extra-curricular activities.

The second area where this time has been allocated is the second afternoon tutor slot, allowing for, praise and recognition of successes for the day so far, wellbeing check, detention reminders, returning mobile phones and sharing key messages for the afternoon and next day.

### **What about an urgent need to visit the toilet?**

Students with an urgent need to visit the toilet during the lesson time will need to go to their lesson in the first instance and request to visit the toilet via their class teacher. Arrangements will remain unchanged for students with a medical card.

### **How will lateness be judged?**

Lateness to lessons will be determined based on when the majority of the class arrives. For lessons just a few doors away, we expect the class to move and arrive together; whereas for lessons located across the school, it's natural for students to arrive in smaller groups. If one or two students arrive several minutes after the rest of the class, they will be considered late. Teachers will use their professional judgement in their decision making. It takes no longer than 4 minutes to walk from one side of the school to the other at a leisurely pace.

### **PE Kit for Year 7 - unable to get Kukri kit – what should they wear until this available?**

We understand that at times suppliers, including Kukri can have delays in sending out ordered items particularly at the beginning of a new school year when demand is high. In the interim students will be permitted to wear blue or white t-shirt, blue joggers/shorts.

### **How will we ensure students are reminded about any detentions so they don't miss them?**

Students will be reminded by their form tutors.

**When will afterschool clubs start to run and what clubs are available for students?  
What time to afterschool clubs finish?**

All Year 7 students will have attended a enrichment fair during their first day and will have signed up for any clubs they wish to take part in. Further information will be shared when the club arrangement have been finalised. You can access details of the extra curricular clubs on offer last term via the school website, to give an idea of the wide range of enrichment activities available previously.

**Sixth Form**

**What are the expectations for 6<sup>th</sup> Form and Smartphones?**

Students have been told either today or yesterday (depending on year group) that ALL phones and headphones MUST be out of sight as soon as they leave the sixth form building. They must not be seen at all elsewhere on school site and if they are, staff will collect them and hand them into the sixth form office to collect at the end of their day. It will also be logged on Arbor. For recidivists there will be further action, including parental meetings. The only exception to this is if under teacher guidance, phones are required for a lesson task. Teachers must give the guidance and students must not assume.

**Can students in year 12 change subjects they have chosen?**

Yes this is possible but only for a limited time (approx. 2 weeks but this will be managed on a case-by-case basis).

**How are students taught and prepared for GCSE resits in English and Maths and when do they sit the examinations?**

These are timetabled sessions, taught by English and Maths staff. Students are entered for the exams (English language and Maths) initially in November with results in January. Students will need to continue with lessons until a grade 4 is achieved. If the November resit doesn't go to plan, they resit again in the summer, and if needed, into year 13.

**Does the school run trips at KS5?**

Yes, trips are organised by the associated department, or if is a sixth form led trip such as a UCAS fair, this is led by the sixth form team.