



Wednesday 5<sup>th</sup> February 2025

### Mobile Phones

Dear Parents/Guardians,

I am writing to inform you of a missing mobile phone incident at school. As you know, we collect phones at the start of the day and return them at dismissal. We are actively investigating this situation.

Please speak with your child to see if they have any information about the missing phone and contact the school if they do.

Moving forward, we are implementing a new procedure:

- All phones must be handed to Mrs Hyland or Mrs Young in the main office at the start of the day
- Pupils must collect their phones from the office at dismissal
- Phone possession at school now requires parental consent via the Arbor Parent Portal

Thank you for your cooperation in this matter.

Yours sincerely,

*G Bailey*

Gareth Bailey  
Headteacher