**Sandfield Park School**



 **ALDER CENTRE FOR EDUCATION**

Sandfield Walk, Liverpool L12 1LH

 Telephone: 0151 228 0320

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 Headteacher: Mr. M Hilton

 Head of ACE: Mrs Wendy Henshaw

Dear Parents/Carers

**RE: Use of mobile phones in school**

As you are aware the safety of our students is one of our highest priorities therefore mobile phone use must be carefully controlled whilst attending ACE.

**Revised Policy**

Students will be allowed to keep hold of their mobile phones with the following conditions:

* Phones must not be used during lessons and must not be seen
* No photographs must be taken and students must not access inappropriate sites
* If any of the above are witnessed by staff the phone will be taken off the student to be collected at the end of the day
* If a student refuses to hand over their phone this will become a disciplinary matter and parents will be contacted
* If a student repeatedly does not follow these instructions a parent/guardian will have to collect the phone from ACE

If a student needs to contact home we would encourage them to speak to a member of staff before doing so.

Thank you for your co-operation in this matter.

Wendy Henshaw

Head of ACE