



**THE HART
SCHOOL**
*Creative
Education
Trust*

NLE / RSA/ SHN

10 February 2025

Dear Parents and Carers,

Mobile Phone Use & Behaviour Expectations – Important Reminder

We would like to thank you for your ongoing support as we reach the midpoint in our Spring term. As you know, we regularly remind our students of expectations here in school and as a result, we wanted to take this opportunity highlight school policies and procedures to our parents and carers. These expectations are in place to ensure a safe, focused, and positive learning environment for all students.

Mobile Phone Policy – “See It, Hear It, Lose It”

To minimise distractions and maintain high standards of behaviour, the use of mobile phones is not permitted on school premises during the school day. Our “See It, Hear It, Lose It” policy means that if a student is seen using a mobile phone or if it is heard, the following consequences apply:

- **First confiscation:** The mobile phone will be taken and stored securely. Students may collect it at the end of the school day from G Block, located near the main gates.
- **Second confiscation:** A parent or carer will be required to collect the phone from the school office.

Students are allowed to bring a mobile phone to school; however, it must be switched off and always stored in their bag or blazer pocket during school hours. We appreciate your support in reinforcing this policy with your child.

Detentions for Punctuality & Truancy

To promote good habits in attendance and punctuality, we will be revising the way we operate detentions internally from Monday 10 February 2025. However, our consequences and policies will not change. These operational changes aim to reduce lateness and ensure that students remain in lessons, engaging in their learning.

Policy Summary:

- **Late** to school or lesson **twice** in a day: 30-minute detention.
- **Truantiing a single lesson:** 30-minute detention.
- **Truantiing twice** in a 5-day rolling window: 60-minute detention.
- **Truantiing three** in a 5-day rolling window: Internal exclusion.



- **Continued defiance** will lead to a recommendation for an external sanction

From Monday 10 February 2025, all **detentions** will be **scheduled for the following school day**, and parents will receive notification via email. Please ensure that your child is aware of any detentions they have been assigned, as staff will no longer be escorting students to detention.

If a student fails to attend a detention without valid permission, this will be recorded as a breach of the school's behaviour policy, and the consequence will escalate to the next disciplinary stage; for example, a 30-minute detention would convert to a 60-minute detention.

Behaviour Monitoring Reports

While most students exhibit excellent behaviour, those who do not meet our expectations may be placed on a structured monitoring report. This system helps track and support their improvement, with escalating interventions based on the severity of concerns.

The stages of behaviour reports are as follows:

1. **Green Report** – Typically monitored by the Form Tutor for minor concerns.
2. **Amber Report** – Managed by the Student Support Officer (SSO) or Head of Year (HOY) for repeated behavioural issues.
3. **Red Report** – Escalated to a Senior Leadership Team (SLT) Link for more serious concerns.
4. **Purple Report** – An Individual Behaviour Plan managed by a senior member of staff to provide additional intervention.
5. **Blue Report** – A Pastoral Support Plan (PSP) overseen by the Vice Principal for Behaviour and Attitudes, indicating a serious and ongoing concern requiring significant intervention.

At each stage, parents will be informed via letter, detailing the reasons for the report and the expectations for improvement. A review will take place at the end of the monitoring period, and parents will receive an update confirming whether their child has met the required standards.

Should a student progress through multiple stages of behaviour monitoring, the school will request an increase in parental/carers meetings to discuss support strategies and collaborate on improving outcomes for your child.

We firmly believe that by working together, we can ensure every student meets their full potential in a positive and structured learning environment.



Supporting a Positive Learning Culture

These policies are in place to encourage responsibility, respect, and engagement in learning. We appreciate your support in reinforcing these expectations at home and working with us to provide the best possible educational experience for your child.

Should you have any questions or concerns, please do not hesitate to contact your child's form tutor or year group team.

Reminder of Key Contact Details

Year Group	Student Support Officer	Head of Year
7	Nicola.Bugler@hartschool.org.uk Joanne.Merrien@hartschool.org.uk	Emily.Knight@hartschool.org.uk
8	Stephanie.Harrison@hartschool.org.uk	Lisa.Cockbill@hartschool.org.uk
9	Vicki.Godridge@hartschool.org.uk	Marisa.Hibberd@hartschool.org.uk
10	Sally.Burns@hartschool.org.uk	Katie.Trigg@hartschool.org.uk
11	Rebecca.Kirby@hartschool.org.uk	Danny.Ryan@hartschool.org.uk

Yours sincerely,

Nathan Lewis
Vice Principal