



7 January 2026

Dear Parent/Carer

As we start 2026 in school, I hope that you had a wonderful Christmas holiday and wish you a **Happy New Year!**

As we return, there are just a few items that I would like to inform you of: -

Firstly, I am pleased to advise that we have arranged for the instalment of another large canopy on the main yard so that pupils can shelter at break and lunch times when there is inclement weather. This will mean that the bike sheds will be out of use for the whole of next week (12-16 January) and therefore we ask that pupils who normally come to school by bike, use an alternative method next week only.

Secondly, could I politely ask parents/family members who drive to school to drop children off, to please use our designated drop off/pick up point of St Oswald's Church Car Park on St Oswald's Road. It is less than 5 minutes' walk into school and is by far the safest place to drop children off. Please prioritise the safety of your child over the convenience of dropping them off on Vicarage Road, which is potentially very dangerous for both the driver and the child.

Also, please find a link to an updated copy of our '**Family Booklet**' that was issued in September. We hope that you will find this helpful in understanding our rules and procedures. [**Family_Handbook.pdf**](#)

Finally, I would like to ask that you reinforce our mobile phone rules during the school day, as we had an increasing number of incidents in the run up to Christmas. I am sure that you are aware of the recent publicity surrounding this. The DfE 'expects' schools to prohibit the use of mobile phones in schools. As you are aware, I would much prefer a situation whereby no pupil came into school with a mobile phone, but I completely understand that some parents want their child to have a mobile phone for safety reasons whilst they travel to and from school. If you want this for your child, I politely request that you have a conversation with them to explain how important it is for you that they only contact you on their way to and from school. In other words, they

In other words, they:

- **MUST TURN THEIR MOBILE PHONE OFF WHEN THEY WALK INTO SCHOOL and**
- **ONLY TURN IT BACK ON AGAIN WHEN THEY ARE OUTSIDE THE SCHOOL GATES**

This is the only way you can be sure they will not have their mobile phone temporarily confiscated. I make this request for a number of reasons: -

- So that **All** pupils comply with the school policy on the unauthorised use of mobile phones and therefore do not receive the sanctions that go along with this.
- So that you do not have the inconvenience of coming to school to collect the mobile phone.
- So that pupils are able to concentrate on their school day, instead of being distracted by messages or social media posts (they can be terribly distracted by this).

- So that both pupils and staff are protected against unauthorised audio or video recordings which subsequently appear on social media. Unfortunately, we have experienced examples of both in previous years. These videos can be extremely offensive and upsetting to the individuals who feature in them. Please read a DfE statement [here](#) and a news item on the BBC [here](#).

I would therefore ask you to support us in sending a very clear message to your child, please tell them:-

- They **must not** use their mobile phones to contact you during the school day (or for any other reason). Instead, they must go to the Pastoral Hub who will contact you on their behalf.
- If you need to contact them during the school day, please either send an email to enquiries@arrowsmith.wigan.sch.uk or telephone the school office (01942 728651). We will then get the message to your child as soon as is practicable. If your child does not follow the very clear school procedures on mobile phone use and uses it during the school day, they must expect it to be confiscated for the reasons outlined above.
- The only exception to allow access in school would be in very rare circumstances if students are given explicit permission to use their mobile phone by their teacher. An example happens at the start of the year when we use two-factor authentication to log in to the computers as a security measure. Even then, we have contingency plans for pupils without mobile phones.

The vast majority of pupils comply with our school rules by never using their mobile phone during the school day. However, if you could reinforce the message contained within this letter with your child at home, hopefully it will reduce the amount of time spent by staff reminding students about their inappropriate use of mobile phones and subsequent confiscation. It would also reduce the burden on parents to come into school to collect them and the associated difficulties this creates, as the school office closes at 4.00pm

Thank you for your continued support, which is always greatly appreciated.

Yours faithfully



M J DUMICAN
Headteacher