



HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther



Ref: 012

12 September 2025

Dear Parents/Carers,

We would like to take the opportunity to signpost you to our school's Behaviour for Learning policy. This was reviewed and updated last term in preparation for the new academic year and can be found on the school website. For your convenience, [here](#) is a link to this key document.

Please take some time to familiarise yourself with the content as it is important that you have read and understood the policy and its associated expectations.

Our start of term expectations assemblies for students in Years 7-11 have all now taken place and as part of that presentation they were given a number of key reminders in addition to relevant updates related to the policy. Details can also be found on their tutor group Google Classroom.

We ask that you fully support the school's Behaviour for Learning policy and work in partnership with us to teach the valued behaviours that are expected and encouraged so that students can learn, teachers can teach and all within the school community can feel safe, happy and supported. There are three key areas in particular where it would be extremely helpful for you to discuss our expectations with your child to ensure that they are met.

Mobile Phones

In line with the Department for Education (DfE) guidance released last year on the use of mobile phones and other electronic devices in school, '[Mobile phones in schools – Guidance for schools on prohibiting the use of mobile phones throughout the school day](#)', Hitchin Girls' School has chosen to follow the '**never used, seen or heard**' model in order to maintain a mobile phone-free environment.

It is imperative that mobile phones are never used, seen or heard at any time when students are on the school premises. It has been reiterated to students that they are not permitted to have their mobile phone on silent, do not disturb or to keep it on their person (e.g. in a blazer pocket), it must be switched off and in their bag.

Please also be mindful of the fact that contact between a parent/carer and a student during the school day must be carried out via reception only. Students found to have used their mobile phone to contact or respond to any parent/carer communication while on the school premises will have the relevant sanction issued.

This academic year, there are elevated sanctions in place for those who do not follow the mobile phone rules as detailed here.



1st offence	2nd offence	3rd (and any subsequent offences)
<p>Immediate confiscation</p> <p>C3 consequence issued</p> <p>A parent/carer will be informed</p> <p>Student collects the mobile phone at the end of the school day</p>	<p>Immediate confiscation</p> <p>C5 consequence issued</p> <p>A parent/carer will be informed and must collect the mobile phone between 3:45pm-4:15pm, it will not be returned to the student</p>	<p>Immediate confiscation</p> <p>C6 (suspension) issued</p> <p>A parent/carer will be informed and must collect the mobile phone between 3:45pm-4:15pm, it will not be returned to the student</p> <p>The student will be required to hand in their mobile phone at the office each morning and collect it at the end of the day for a minimum of four weeks</p>

Further information can be found in section 9 of the policy on pages 17-18 and also in *Appendix I*.

ICT Acceptable Use Agreement/Home-School Agreement and Post-16 Agreement for the Sixth Form

Students have been asked to confirm that they have read, understood and agree to follow these key documents which can be found in the appendices section of the policy.

- ICT Acceptable Use Agreement: pages 43-44, *Appendix J*
- Home-School Agreement: pages 45-4, *Appendix K*
- Post-16 Agreement: page 47, *Appendix L*

The Home-School Agreement clearly outlines what the school, students and parents/carers need to do in order for our students to maximise their chances of success in all aspects of school life. In terms of the ICT Acceptable Use Agreement, we would like to draw your attention to the updated section on the use of AI. While this is relevant across all year groups, it is particularly pertinent if your child is preparing for GCSEs or is in the Sixth Form.

Uniform

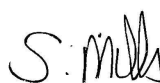
Maintaining high standards of uniform to encourage a sense of belonging, equality, cohesion and pride in the school is very important to us. It is representative of our community and students have been reminded of the uniform list for 2025-2026 which can be found on pages 48-51 of the policy, *Appendix M*. The Uniform policy can be accessed [here](#) too for ease with further details around the sanctions issued where uniform expectations are not met. As a reminder, incorrect jewellery will be confiscated until the end of the relevant half-term if it is worn to school. Refusal to comply with the uniform rules will result in at least a 90 minute after-school detention depending on the level of defiance for refusing to follow instructions.

Finally, it is really important for us to reiterate that we are incredibly proud of our students and their exemplary attitudes to school and we thank you for your part in helping us to achieve this. These attitudes are reflected on a daily basis where students consistently meet expectations, make the most of the opportunities that are on offer both in and out of the classroom, buy into our wonderful traditions and demonstrate the valued behaviours that will enable our community to thrive.

Your sincerely,



Mr James Crowther
Headteacher



Mrs Sally Mills
Assistant Headteacher/Behaviour Lead