

Kirkintilloch High School

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I am writing to update you on some significant additions to our Positive Relationship Policy which will come into effect week beginning 23rd March 2026. The updates are specifically our in-house Mobile Device Strategy in response to East Dunbartonshire Council's Mobile Device Policy and lunchtime Reflection Time.

KHS Mobile Device Strategy

In response to the EDC Mobile Device Policy, we have developed our approach to minimise distraction from learning. As such, we will operate a "**Door-to-Door**" phone collection policy. This is not a punitive measure but a collective commitment to creating a focused, distraction-free environment in classes.

- **Entry - The "Check-In"**: As pupils enter the room, they will place their silent device into the "Phone Hotel" (a foam-inserted box) which the teacher will hold at the door as pupils enter. Pupils may alternatively ensure that their device is placed deep inside their bag to remain there for the full lesson. This will be a neutral, non-confrontational part of the entry routine.
- **The "Check-Out"**: To protect learning time, pupils will collect their devices only as they physically exit the room at the final bell.
- **Exemptions**: Some pupils may have medical or learning-based exemptions, agreed between parents and House Teams. Exempt pupils may keep their devices in their bag, or as agreed and communicated by the team around the child.

In the EDC Policy, the following actions are considered most serious and will be reported to the head teacher and East Dunbartonshire Council immediately:

1. **Unauthorized Recording**: Photographing or filming staff, pupils, or premises.
2. **Audio Recording**: Recording lessons or private conversations.
3. **Social Media**: Sharing school-related content without explicit approval.
4. **Cyberbullying**: Using a device to harass or demean any member of the school community.
5. **Inappropriate Content**: Accessing or sharing violent or adult-natured material.

In the event that the above involved your child, one of our team would be in touch with you to discuss the situation. Please note, we remain happy for our young people to

continue to access their mobile devices responsibly before school and at break and lunchtimes. We understand and appreciate that this can be a positive form of communication and safeguarding for our pupils. As a school, we would be extremely grateful for your support in encouraging positive attitudes to using mobile devices, and we trust that you will find the above proportionate and conducive to positive learning.

Positive Relationship Policy Update – Lunchtime Reflection Time

Reflection time is a new intervention than can be employed when Restorative Approaches have already been utilised by staff and an issue recurs. It might also be used in the event of a one-off, more serious issue, or by Principal Teachers as a response to a referral to encourage young people to reflect positively on their decisions.

Pupils would be referred for a reflection time in consultation with the Principal Teacher of the Department or House Team. This will take place either on a Monday or Wednesday at the start of lunch. Parents will be notified by text via the school office in advance of the reflection time, and again to confirm that their child has attended the session.

Lunch will be provided to participating pupils early via our school canteen (or packed lunch, if preferred) to ensure pupils are nourished for the afternoon classes. Reflection Time will be supervised by the Head Teacher with volunteer Principal Teachers on a rota basis.

Pupils will be seated, registered and given a choice of tasks based on our school values. Thereafter, a personalised restorative agreement will be shared with the young person which details the reason for the reflection time and the impact of the situation on others. The supervising staff will go through these supportively with the young person. The young person will consider strategies to help them to cope better in similar situations moving forward.

If a pupil misses reflection time, parents will be notified by text and they will be spoken to by their Head of House. Pupils will be expected to attend the next session. If this does not occur, parents will be contacted to arrange a meeting to discuss the situation.

Pupils will be notified of the above at year group assemblies. May I take this opportunity to thank you in anticipation of your continued and valued support with the smooth running of our school for all of our young people.

Yours faithfully,



Maureen Daniel
Head Teacher

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