

19th September 2025

Dear Parents/Carers of KS4 Students,

Re: New KS4 Hub for Year 10 and 11 Students

We are delighted to announce the opening of a dedicated KS4 Hub for our Year 10 and 11 students. This space, located on the 4th floor, will be available for use during **break and lunchtime**.

The Hub has been equipped with games, bean bags, and a comfortable area for students to relax. Students may also use their mobile phones in this space, should they wish. Next door, a computer room will also be open at these times, offering an opportunity for students to catch up on homework, revise, or play appropriate games.

Our expectations of the area are:

KS4 Hub Expectations

This is your space – let's keep it safe, respectful, and enjoyable for everyone.

1. Respect the Room

- Treat furniture, equipment, and displays with care.
- Return all items to their proper place after use.

2. Keep It Tidy

- All rubbish must go in the bins.
- Leave the space as you would like to find it.

3. Phone Use

- Phones are allowed, but:
 - No loud music.
 - No filming (Snapchat, TikTok, etc.).
 - No photos – everyone's privacy must be respected.

4. Respect Others

- This is a shared space – be kind, fair, and considerate.
- Make sure everyone has a chance to use the Hub.

5. Time Management

- Do not be late to your Period 5 lesson.
- If you are late, the privilege of using the Hub may be taken away.

Not following these expectations may result in a student losing access to the Hub.

Both the Hub and the basketball court areas will be supervised by staff to ensure that they remain safe, positive, and enjoyable spaces for all students.

Please note that our **KS4 no-mobile-phone policy** remains in place across the rest of the school. This means that if a student's phone is seen outside of the designated areas and times, it will be confiscated until the end of the school day. The KS4 Hub (at break and lunch) and the outside area/basketball court (at lunch) are now the *only* places where mobile phone use is permitted.

If you need to contact your child outside of these times, please do so by calling school reception. We will be happy to arrange for your child to speak with you if appropriate. We ask for your continued support in reinforcing our policy on mobile phone use, which is designed to help maintain focus and consistency across the school day.

Thank you for working with us to provide both a supportive and structured environment for our KS4 students.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Ms Kibela', written in a cursive style.

Ms Kibela
Acting Vice Principal