

Principal: Ms Melissa Gibson, MA, MPhil

[info@mulberryacademyshoreditch.org](mailto:info@mulberryacademyshoreditch.org)  
[www.mulberryacademyshoreditch.org](http://www.mulberryacademyshoreditch.org)

9<sup>th</sup> January 2026

Dear Families,

## Re: Late Arrival Phone Collection Procedure

Please be aware that from today, any student who arrives at school after 9:00am will be required to hand in their mobile phone on arrival.

Phones will be placed in a secure, magnetically locked wallet and safely stored in a locked room during the school day. This is to ensure consistency with our punctuality expectations and to minimise disruption to learning.

Students will be able to collect their phones at the following times only:  
1:40pm (for students who do not have lessons in periods 5 and 6).  
3:30pm (end of the school day).

Phones will not be released at any other time during the day.

We appreciate your support in reinforcing the importance of punctuality and our school policies with your child.

If you have any questions or require further information, please contact reception on 020 7920 7900.

Mr J Mickleburgh  
Deputy Principal

Ms T Scales  
Head of Sixth Form

Part of the

**Mulberry**  
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