



Principal: Natasha Grant

Deputy: Jo Stawman

Secretary: Julie Kilsby

Dear Year 6 Parent/Carers,

In Year 6 pupils may begin to walk to or from school on their own and for safety reasons parents/carers may want their child to have a mobile phone with them on this journey. For this purpose, only, pupils in Year 6 are allowed to bring a mobile phone into school at the discretion of their parents. It is the responsibility of the pupil to ensure the phone is kept safe and the school cannot be held responsible if a phone is stolen or lost. It is not advisable for pupils to bring expensive mobile phones into school.

If you would like your child to bring a mobile phone into school, we request that both yourself and your child complete the slip below to indicate your agreement to the school's Mobile Phone Protocol and return the slip to the school office. **Only children who walk to or from school alone or leave school to meet a parent en route will be allowed to bring their mobile phones into school.**

The protocol for use of mobile phone is as follows:

Mobile Phone Protocols

1. Mobile phones must be switched off at 8.30 a.m. and not switched back on to make calls, send messages or access the internet until pupils leave the premises at the end of the day.
2. Pupils must turn off their phones (not turn them to silent) and hand them into the class mobile phone box in the morning to be kept in the school office. Phones should be collected from the class mobile phone box at the end of the day. Phones must not be kept in the child's own possession – such as in coat pockets, bags or trays.
3. Pupils are not to use their phones at any point during the day (8.30am -3.20pm) including making or receiving calls, sending messages, accessing the internet, taking photos etc. In a genuine emergency, pupils can be contacted through the school office.

Phones brought into school without signed agreement of the Protocol, use of a phone which is in breach of the protocol (e.g. not handing it into the office), or by children who are not walking home/leaving the premises alone, will result in the phone being taken away by a member of staff and put into the school safe for collection by the child's parents.

If you need to contact your son or daughter, please telephone the school office on: 0208 657 8454.

Yours sincerely,

Mrs N Grant
Principal

Mobile Phone Protocols

I confirm that I have read the information regarding Mobile Phone Protocols and will ensure that it is followed in school.

Child's Name: _____ Child's Signature: _____

Parent's Name: _____ Parent's Signature: _____

Date: _____