

CANAL WAY ETNS MOBILE PHONE POLICY

STAFF

It is school policy that all mobile phones should be switched off or in silent mode during class/pupil contact time/official working hours. In exceptional circumstances, staff members may wish/need to use their mobile phones – The use of mobile phones in these circumstances should be kept to a minimum and should be used in privacy where pupils are not present.

PUPILS

We request that children do not bring mobile phones into school. If parents feel that it is absolutely necessary, the following applies –

- The mobile phones must be switched off during the school day. Pupils are not permitted to speak on their phones or send text messages during the school day or on the school grounds.
- Mobile phones should be carried in school bags **only** and should not be visible at any time during the school day. This also applies to school excursions/tours/trips and extracurricular activities.
- Parents/Guardians are asked to communicate changes in drop-off/pick up arrangements directly by telephone message to the school office or by note to the class teacher. Mobile phones should not be used for this purpose.

If a pupil takes a phone out of their school bag or switches on a phone while in the school building or grounds it will be confiscated and parents will be required to collect it from the principal.

PARENTS GUARDIANS VISITORS

We request that parents/guardians & visitors to the school do not use their mobile phones to make or receive calls while on the school premises.