Dear Parent /Carer

**Mobile Telephones**

I write to remind parents of the school policy on Mobile Telephones.

Mobile phones are discouraged but we do recognise that parents may wish their son or daughter to bring their phone to school so that they may be contacted on their way to and from school.

If your son or daughter brings their phone to school it should be turned off at the school gate and should remain turned off until they leave the school premises. There is absolutely no reason for phones to be used whilst in school.

Phones should be kept locked away in your son or daughter’s school locker during school hours.

Any student who is found using their phone during the school day will have their phone removed and placed in the school office for safe keeping. The phone will not be returned to the student and parents will be asked to make arrangements to collect the phone during office hours.

The only exception to this policy is that students in Years 12 and 13 may use their phone at break and lunchtime provided this is in Room S19 or in Room M20.

Thank you for your assistance and cooperation.

Yours sincerely

Mr R Gardner
Assistant Principal