



**Valence Primary School Mobile Phone Protocol 2016-2017**

**Children in Yrs 4, 5 and 6:**

Must label their mobile phones with first name, surname and class.

Staff to supply labels if needed.

On arrival, staff to place phones in a class storage box provided by the teacher.

Class teacher to store the box out of reach in a closed class cupboard.

Class teacher returns the phones just before child goes home, under supervision – children are not permitted to use their phones until off of the premises.

Please note that the school is not responsible for any loss or damage to phones (please see slip below to hand to parents)

**Children in other Years (emergency only as younger children should not have mobiles in school):**

Must label their mobile phones with first name, surname and class.

Staff to supply labels if needed.

**Parents/Carers** are to drop phones in the office on respective sites and sign it in.

**Parents/Carers** to then pick the phone up from the office and sign it out.

Please note that the school is not responsible for any loss or damage to phones.

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My child ..... is bringing a mobile phone to school.

Class .....

I understand and accept that the school is **not** responsible for any loss or damage to the phone my child brings into school.

Signed ..... Print Name .....

Date .....

Please return completed slip to the main office to place in your child's file.