**Subject: Mobile Phone Permissions Request**

Dear Parent/Carer,

At Halfpenny Lane J, I and Nursery School, we take great consideration regarding the safety of our pupils. We understand that there will be instances whereby children have permission to walk to or from school, and the use of a mobile phone could be beneficial.

We have currently reviewed this aspect of school permissions, and to support the overall safeguarding of pupils and all key stakeholders, we would like to provide the following information:

* Permission must be applied for and granted by school to permit a mobile phone being brought into school (the permission form can be found on page two of this letter).
* Children should only have phones in school for safety purposes, should they walk to or from school, not for general use.
* Phones **MUST** be turned off before entering the School grounds, i.e school gates. Phones are not permitted to be turned on, in the playground before, during or after the school day.
* Phones **MUST** be handed to the pupil's teacher at the beginning of the school day, locked away securely, and they will be handed back to the pupil at the end of the day, by their class teacher.
* Failure to meet these expectations will result in parents/carers being requested to attend a meeting with the Halfpenny Lane School Senior Leadership Team.
* An ongoing breach of the school’s requests and expectations regarding this important matter, may result with permissions being revoked.

Yours sincerely,

Mr Shuttleworth / Mr O’Toole

Headteacher / Deputy Headteacher

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am the parent/carer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and hereby request permission for my child to bring their mobile phone into school and to be handed to their teacher at the start of the school day, and collected at the end of the school day.

I have read and understood the information in relation to the appropriate use of my child’s mobile phone.

Signed: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_