



Saint Vincent de Paul Primary School
167A Ligoniel Road
BELFAST
BT14 8 DP



20th January 2020

Dear Parents,

We are concerned about the growing number of Mobile Phones being left in the office each day. I am bringing this to your attention as this is impacting on our office. Mrs Hill is often very busy taking phone calls and dealing with EA returns and other queries. Therefore we have decided to review our policy on use of phones by pupils during the school day.

(‘Phone’ denotes mobile phones, ipads and all that children can use to take photographs, communicate with others and access the internet.)

Pupils are asked **not to bring** mobile phones to school. They also **should not** at any time have a phone on their person while in class.

An exception to this **will be made occasionally /only in special circumstances** where there is a need for a pupil to have access to a ‘phone’ after school.

In this case parents/guardians should discuss this with and inform the Principal/Vice Principal and the child should hand the phone over to the secretary for safekeeping during the school day. **It must be switched off, and placed in an envelope with their name on the front.**

This is completely at your own risk. The school will not accept any responsibility for any lost, broken or stolen ‘phones’. It is the responsibility of the pupil to collect the ‘phone’ from the office at the end of the school day. **Please note:**

- We have a limited place to store the phones and we cannot guarantee that they are supervised at all times. The office is accessible to many staff and children.
- Some of these phones are **very expensive** and they are not covered by our school insurance.
- Phones are going off in the office during our own working business/phone calls.

Thank you for your support,

Bronagh McVeigh
Principal



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