



# SUNBURY WEST PRIMARY SCHOOL



22nd May, 2008

ELIZABETH DRIVE  
SUNBURY 3429  
PHONE 9740 8666

No. 15

Dear Parents, Staff and Children,

## Early Arrivals

We have recently noticed a small number of children arriving at school prior to 8.30am. This is much too early for children to be at school because our yard remains unsupervised until 8.45am each day. This is extremely important during the winter months. Please arrange for children to arrive between 8.45am—9.00am or utilise the before school program offered by Q.J.P. which operates at the school.

On the other hand, arriving late also has its problems. Children feel anxious and often miss instructions for the first part of the day. This leads to a more stressful situation for children which is something we try to avoid. Punctuality is not only a good habit to practice but it allows children to be fully supervised before school and to begin the day in an organised manner.

## Mobile Phones:

At our school council meeting last night, council ratified a new policy for mobile phones. We have included it in today's newsletter. Parents who need to contact children on the way to or from school should clearly express that need in writing and send it along to school. We will secure all phones in the office area until the end of the day as required. Thank you for your assistance with this matter.

Stephen Taylor  
Principal

## SUNBURY WEST PRIMARY SCHOOL MOBILE PHONE POLICY

### Description

Our school has always had the ability to convey messages to children as the need arises. In cases of emergency, we convey information quickly and effectively. Adult use of mobile phones has greatly increased over the last few years and has a significant convenience factor. For children, mobile phones are often a fashion accessory or status symbol and are not required at school in the majority of cases. The need to balance necessary communication with an optimum learning environment is the background for this policy.

### Purpose

- To acknowledge that there are times when it is genuinely appropriate and beneficial for a small minority of students to have access to a mobile phone on the way to and from school.
- To manage the use of mobile phones and to minimise the interruptions these have on the classroom situations.

### Objectives

- To communicate a simple and effective policy with both parents and children.
- To reinforce the existing communication channels already available to families of all children.
- To minimise the opportunity for misuse of new technologies.

### Implementation

- Parents contact the classroom teacher or Principal to discuss reasons for their child bringing a mobile phone to school.
- Phones are handed in to the General Office prior to 9.00am in the morning and collected by the child at the end of the day after dismissal.
- Students are not permitted to take mobile phones on camps or excursions.
- The school will endeavour to manage all phones responsibly, however the DEECD does not hold insurance for personal property brought to school and it will not pay for loss or damage to such property (CIRCULAR 038/2005)
- All families will be notified of this policy in writing through the school newsletter.
- Children will be notified of the policy through assemblies and individual classroom teachers.
- Mobile phones will not be accessible for use during school times.
- Appropriate action will be taken against any student who photographs or films other students or sends harassing or threatening messages.
- Breaches of policy will be addressed within the school discipline policy.

### Evaluation

- This policy will be reviewed in 2011.