



WESTBOURNE SCHOOL

educating girls and boys for life

Mobile Phone and MP3 Policy

Pupils are not allowed to have mobile phones or MP3 players turned on in school or on school activities. The School does not require pupils to have a mobile phone or MP3 player.

However, the School recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone – for example if they come to school or are returning home by themselves. If confirmation of safe arrival at school is needed, then parents should inform the school about this. Special permission will be given for the child to call home in the school office only.

If brought to school, mobile phones or MP3 players should be kept, turned off, in the pupil's back pack in the cloakroom. The School cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone or MP3 use. Parents should ensure that such phones or MP3 players are adequately insured as personal property.

If parents need to contact their child with an urgent message during the day, to confirm or change a collection time, they should contact the school office. Parents should not ask their children to turn on their telephones during the school day so that contact can be made.

Pupils are not permitted to use phones with camera functions to take photographs in school, nor are they allowed to send or receive text messages during the school day.

If a whole school emergency arises, the school office will contact all parents and guardians who have disclosed their details via a text message or telephone call. Parents and guardians should ensure

these details are always up to date. The School will also post an emergency message on its website.

Non-observance of these rules may result in the mobile phone or MP3 player being confiscated and privileges restricted or withdrawn. If the mobile phone or MP3 player is confiscated, it must be collected (after 24 hours have elapsed) from the respective Head of School by the parent/guardian of the student.

Residential Trips

We prefer children not to bring mobiles on residential trips. For many children part of the learning experience on a residential trip is about being away from home, sometimes for the first time. We would ask parents to allow their children to settle in and enjoy the experience. In certain circumstances an exception may be made for MP3 players under the teacher's discretion.

Pupils who are potentially homesick settle much better without daily contact with home. If homesickness is seen to be a considerable worry, then discussion should be had with the teacher in charge before any bookings are made.

During the stay, any communication with parents will be made by the group leader or their designate, via text messages and, when school is in session, via the Westbourne website.

If you do send your child on the trip with a mobile phone, then in some circumstances the teacher in charge of the trip may choose to put the number of the school mobile phone that they are carrying into pupils' mobile phones. They may also give permission for them to be turned on at a specified time so that contact can be made; this would normally be before or after the evening meal.

The letter home to parents which gives details of the trip will have a reply slip which also includes reference to the mobile phone policy. In signing the slip, parents will agree to accept the contents of the policy. The policy will be attached to this information letter until

such a time when the policy details can be included in the Junior and Senior School Information booklets.