



KINGSDALE 11-19 FOUNDATION SCHOOL

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Headteacher: Mr S. H. Morrison

Tuesday 6th September 2016

Dear Parents/Guardians/Carers,

Re: Permission to carry mobile phone to school

Thank you for your letter seeking permission for your daughter/son to bring a mobile phone to school. As a school, we are mindful of the desire for some parents to be able to contact their children during their journey to and from school.

Kingsdale has strict rules with regards to electronic equipment such as MP3 players and mobile phones and if a mobile phone is seen out or heard on school premises, then it will be confiscated for an indefinite period or it must be collected by parents/carers.

On this occasion we have decided to allow your child to bring a mobile phone to school subject to the following conditions:

- The make and model of the phone must be provided on the slip attached;
- The IMEI code for the phone must be recorded;
- Proof of purchase and the cost of the phone need to be submitted;
- The phone must be insured.

In addition to the above, your child must take full responsibility for their phone by keeping it on their person at all times, other than when in the possession of a member of staff. It is not normally advisable to leave mobile phones in lockers and if your child chooses to do so then they do so at their own risk.

As stated in your child's planner:

'The School is not obliged to conduct a separate investigation concerning theft of unauthorised items, but will report and support a police investigation.'

As we have granted permission, you will be required to pay a deposit of £20. This will contribute to the cost of a separate investigation, should the need arise, for example, to compensate for staff time invested on phone related issues if your child's phone were to be lost. This deposit or part thereof will be returned at the end of your child's school career at Kingsdale or, at the end of the period you wish them to carry their phone to school; if they have managed to keep their phone safely, and not required any significant staff input.



We advise phones used for this purpose should be of minimal cost and no more than £50, as this is the maximum amount the School will cover in replacement costs should a member of staff be responsible for its loss. Your child must be discrete regarding information about their phone. Please note, if your child were to change their phone the School must be informed immediately and the details updated.

Please complete the form below and return together with the deposit of £20. Cheques should be made payable to Kingsdale Foundation School. Please be advised cash deposits must be paid into the School Office in person.

This agreement is subject to regular review and may be cancelled should it be deemed by the School to be necessary to do so.

Yours sincerely,

Mrs G. Boyd
Head of Lower School

Dr Tunde
Head of Upper School

-----Please detach here and return to your child's Head of Learning -----

Re: Request for permission to carry mobile phone to school slip

Name of Student: _____

Tutor Group: _____

Make and Model of Phone: _____

IMEI Code: _____

I _____ (*insert your name*) the parent/carer/guardian of

_____ (*insert your son/daughter's name*) have read and understand the attached conditions for my child to carry a phone to school and I have explained these to them. I have made a record of the IMEI code for the phone, which is insured and I enclose a copy of the proof of purchase. The value of the phone is no more than £50.

I have enclosed a refundable deposit of £20 with this slip (*please make cheques payable to Kingsdale Foundation School*).

Signature of Parent: _____

Signature of Student: _____

Date: _____

Please return this slip and deposit to the main School Office for the attention of Mrs Boyd (Lower School)/Dr Tunde (Upper School)