



CHIJ Our Lady of the Nativity

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Ref : 2017OLN_0021

Dear Parents/Guardians

Permission to Bring Handphone to School

1. We would like to inform you of the school's policy with regard to pupils bringing handphones to school. Generally, the school discourages students from bringing their handphones to school. Should your daughter/ward need to contact a family member or caregiver in the case of illness or to make transport arrangements, she could approach the clerical staff in our General Office for assistance. The school has also installed three payphones for use by the pupils.
2. However, in the event that you require your daughter to bring her handphone to school, please take note of the following conditions:
 - a. During school hours, the handphone is only to be used with the teacher's permission, and it is to be used solely to make calls to parent/caregiver. It is not to be used for any other purpose at all times, e.g. to take pictures or make any form of recording within the school premises.
 - b. The handphone is for your daughter's/ward's sole use and should not be loaned to others.
 - c. Should your daughter need to use her handphone to contact you after school hours, the school has designated two areas for this purpose, i.e. the foyer and Security Guard Post (Side Gate 2).
Should the above conditions not be adhered to, the handphone will be confiscated and the permission to bring a handphone to school will be revoked.
3. Please also note that the school will not be responsible for any loss or damage to the handphone.
4. Please find attached a Request Slip to be completed, should you require your daughter/ward to bring a handphone to school. Please ask your daughter to hand the completed form to her Form Teacher. Please note that permission is subject to approval from the Principal and is valid for the **current year** only.
5. We would like to seek your understanding and cooperation in this matter.

Yours faithfully

Ms Christina Teo
Principal

REPLY SLIP: Permission to Bring a Handphone to School

Name of Pupil: _____ Index No.: _____ Class: _____

I request that my daughter/ward be allowed to bring a handphone to school.

The number of her handphone is : _____

I have read and agree to the terms and conditions in para 2.

Name of Parent / Guardian: _____ Contact Number: _____

Parent's / Guardian's Signature: _____ Date: _____

*Please delete as appropriate