

**Mr T Mamak**  
(Headteacher)  
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10<sup>th</sup> October 2017

Dear Parent / Carer,

A number of our children in Year 5 and Year 6 understandably come to school with mobile 'phones.

We have noticed, however, that some children are not handing them into the school office when they arrive at the school in the morning as required by the school.

The school has this policy to safeguard all our children and we take this responsibility very seriously. We therefore ask you to remind your child if necessary to hand their 'phone in at the start of the day. If the 'phone is not given to the office, we will ask for it to be given to us till the end of the day and contact the parent to discuss the matter.

Please do not hesitate to contact me if you have any concerns or queries about this matter.

Yours sincerely,

Tim Mamak

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