

24 June 2024

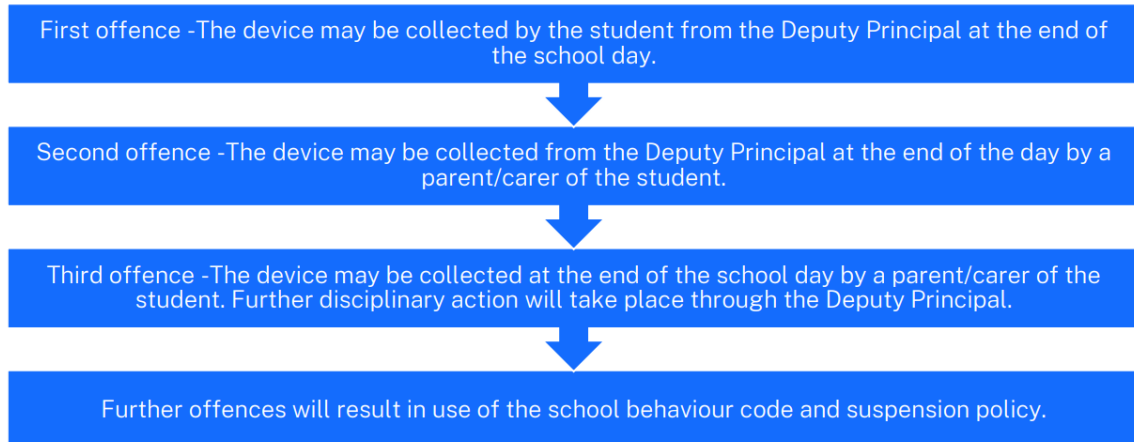
Dear Parents/Carers,

As mentioned in last week's update to families, many parents/caregivers have recently requested details about the school's Mobile Phone Policy. We thank students and families for their support of the policy, in place to increase classroom focus, promote positive social interaction and reduce potential for online bullying.

At CGHS an "off and away" policy was introduced in Term 4, 2023. Please find below a summary of our policy and procedures.

- Mobile phones must be switched off or in aeroplane mode and be in student bags or pockets throughout the school day. On arrival at the school gates mobile phones must be put away and not taken out until they leave the school.
- No warnings will be given, immediate confiscation.
- Mobile phones which are not off and away will be confiscated and kept secure by a Deputy Principal until collected.
- Air pods, smart watches etc may not be used or synced to laptops.
- Exemptions for health-related reasons will be considered - families should contact the principal.
- See the school website for additional details of policy and procedures:  
<https://canterburg-h.schools.nsw.gov.au/>

If a phone is not off and away, it will be confiscated and given to the Deputy Principal for the rest of the day (first offence). If further offences occur, a parent will have to arrange to collect the phone. The school follows the following flow chart for further incidents.



If you have any questions, please contact the Deputy Principal for your child's Year group on 9718 1805 or via

- 7, 9, 11 - Ms Delmas
- 8, 10, 12 - Ms Venkatesan

Yours sincerely,

Robyn Andrews  
Relieving Principal



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## Frequently asked questions

1. What if I need to contact my parent/carer during the school day?

**Emergency Contact** - including early departure for sick leave and urgent family leave\*

Students **must not** call home to be collected when sick; **students must report to Office A**

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a message will be sent immediately to the student.
- If a student needs to make emergency contact with parents/caregivers, they can do so through the school's main office.

2. Can I use my phone to purchase food from the canteen?

Students are encouraged to bring their physical EFTPOS/debit cards to school with them to enable cashless transactions. Alternative payment methods may be available, and these will be communicated to you and your parents/carers.

3. I have a job. How can my employer contact me about work shifts?

Students should alert their employers about the school's mobile phone strategy and advise that they may not see any messages the employer sends until after school. Alternative methods of contacts such as email could also be used.

4. What if I have a medical condition that requires me to use my phone?

Canterbury Girls High School understands there may be students who have a medical, wellbeing or learning need which will require them to access a mobile phone as defined in this plan. **Parents/Carers of students with serious medical needs may apply for an exemption from the Principal. Supporting medical documentation may be required.**



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