



The Manor

A FOUNDATION SCHOOL WITH A
PERFORMING ARTS SPECIALISM

24th March 2011

Dear Parent/Carer,

RE: USE OF MOBILE PHONES AND MP3/4 PLAYERS

Currently the School guidelines state clearly that mobile phones, ipods and the like are “not allowed to be used in lessons or en route to lessons”. I realise that many students bring their mobile phone to school and leave it switched off and in the bottom of their bag until the end of the day and then use it for contacting home, personal safety issues and accessing the internet and games. Equally there are students who enjoy listening to music on the way to and from school and always ensure their ‘device’ is switched off and put away for the school day. These students should not suffer because of the misuse of such equipment by a minority. Therefore I would like to propose the following about the use of phones/MP3 players/gaming devices.

1. We allow students to bring a mobile phone and other electronic items to school at their own risk.
2. The school takes absolutely no responsibility for any loss or damage to these items.
3. Such devices should never appear during lessons or en route to lessons.
4. Any devices that are visible in lessons during the school day will be confiscated and placed in the school safe.
5. On the first occasion of this offence, the item can be collected by the offending student at the end of the same school day.
6. Any subsequent occasions will result in the same confiscation but this time only the parent/carer can collect the device from the school safe.
7. Confiscated items will be placed in plastic bags, carefully labelled with the student’s name and form.
8. These changes put us in line with Cambridgeshire Local Authority recommendations and we would appreciate your support in this matter.
9. School insurance does not cover for loss/theft of students’ individual possessions and so great care must be taken over any such item your child brings to school.

The new policy will shortly be found on the school website. A student-friendly version of this policy, together with some other useful tips, will be issued to all students in due course.

Arbury Road, Cambridge CB4 2JF
Tel: 01223 508742 • Fax: 01223 508747
Email: office@themanorcambridge.org

Principal: Ben Slade BA (Hons) Ed, QTS (Wales), NPQH, FRSA
Chair of Governors: Andy Pellew • Chair of Trustees: Roger Salmon

Founder Member of The North Cambridge Community Trust

www.themanorcambridge.org



Specialist Schools
and Academies Trust
THE SCHOOLS NETWORK™



The Manor

A FOUNDATION SCHOOL WITH A
PERFORMING ARTS SPECIALISM

Yours sincerely,

Ben Slade
Principal

Arbury Road, Cambridge CB4 2JF
Tel: 01223 508742 • Fax: 01223 508747
Email: office@themanorcambridge.org

Principal: Ben Slade BA (Hons) Ed, QTS (Wales), NPQH, FRSA
Chair of Governors: Andy Pellow • Chair of Trustees: Roger Salmon
Founder Member of The North Cambridge Community Trust

www.themanorcambridge.org



Specialist Schools
and Academies Trust
THE SCHOOLS NETWORK™