



Cadell Primary School

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PRINCIPAL: Sue Billett

Friendship - Respect - Cooperation - Honesty & Trustworthiness - Doing Your Best

Cadell Primary School landline phone use procedure

This guide sets out the acceptable use of the landline phone for Cadell Primary School. It is to be used in conjunction with the school's mobile phone policy.

The guiding principal of this procedure is that the school phone is for school business and should be used for this reason.

School adults

Employees:

Incoming/external calls – all incoming/ external calls will be screened by Front Office (FO) staff. If it is during teaching/working hours the FO staff can take a message or arrange a time to call back.

Teachers are not to answer the phone during teaching times except for internal calls e.g. Principal's office calling through to a classroom.

Students are not to answer class phones unless explicitly directed by their teacher and then only for internal calls.

Outgoing calls – staff can use the school phone for personal local calls during scheduled breaks or before and after school. Staff use of mobile phones is governed by the school's mobile phone policy.

Students:

Students have no occasion to use the phone and any contact during school hours can be made through the FO staff who can pass on any necessary information. If there is need e.g. medical emergencies the school will notify the family directly.

There may be times when students such as school leaders will need to use a phone to organise a particular event or activity they are involved with. In this case they will be able to use the phone under the direct supervision of a school adult.

Dated: 22 January 2015

Vision: Cadell Primary School is a unique, community driven school full of learning, laughter and friendship. We are committed to providing a happy, secure and stimulating environment where all children are motivated, valued, self confident and empowered to reach their full potential.