



**CHANGKAT PRIMARY SCHOOL**  
**11 SIMEI ST 3**  
**SINGAPORE 529896**  
**TEL: 6783 0923    FAX: 6784 4740**

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5 January 2022

Dear Parents/Guardians

### **Handphone / Smart Watch Policy**

We understand that Parents/Guardians may at times require your child/ward to bring their handphone or wear a smart watch to school. As such, we would like to share the school's policy pertaining to the use of handphone/ smart watch in school. The policy is meant to ensure that students are focused during lesson time and not distracted with texting or playing with phone / smart watch functions. ***Smart Watch*** as mentioned here refers to one ***with voice call capability with or without the presence of a handphone.***

Please note the **School Handphone / Smart Watch Policy** is as follows:

- Handphone / Smart Watch must be switched off and should be in the student's pocket or wrist respectively at all times. Calls, if any, can only be made at the foyer (near the car porch) or Parents' Corner.
- Handphone / Smart Watch must be handed over to the teacher during PE lessons for safe keeping.

Students who are found to have breached the school rule will have their handphone / smart watch confiscated by the teachers and Parents/Guardians will be notified. Parents/Guardians will be required to personally retrieve the handphone / smart watch from the school general office.

Please note also that the school shall not be held responsible for any loss of or damage to the student's handphone / smart watch. Students must **be responsible** for the care of their handphone / smart watch. Parents/ Guardians of students who are bringing handphone / smart watch to school are required to complete and return the acknowledgement slip attached below to the class Form Teachers. **Students are allowed to bring handphone / smart watch only with permission from the school.**

Thank you.

Mrs Suzanna Bambang  
Upper Year Head

Noted by Mrs Cheng Huey Teng  
Principal

## **ACKNOWLEDGEMENT SLIP**

### **Re: School Handphone / Smart Watch Policy**

Name of student: \_\_\_\_\_

Class: \_\_\_\_\_

I, \_\_\_\_\_, \*Parent / Guardian of the above-mentioned child, have noted the **School Handphone / Smart Watch Policy** and is allowing my child/ward to bring to school the following:

Please tick where applicable:

☐ Handphone

☐ Smart Watch (*with voice call capability*)

Do take note that all electronic devices will have to be removed from the classroom during assessment periods.

\_\_\_\_\_  
\*Parent's/Guardian's Name and Signature

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Date

\* *delete where applicable*