



Ref no: 013E

7th September, 2026

Dear P.3-6 Parents / Guardians,

Re: Application for bringing mobile phone to school

According to the school rules, it is not suggested for students to bring valuable properties to the school. However, we understand that some parents have to contact their child for emergency purpose. Hence, parents who want their child to bring mobile phones to the school are suggested to fill out the following part to apply for approval of bringing mobile phone to school and return it to the class teacher **no later than 14th September, 2026**. Thank you for your kind attention.

Yours faithfully,

Ms Kathy Chung
Principal

-----Letter to School-----

To the School (Ref no: 013E),

☐ My child will not apply for bringing mobile phone to the school.

☐ I am writing this letter to seek approval from the school to let my child _____ (Name) of P. _____ to bring his/her mobile phone to the school for emergency purpose. We understand that my child has to follow the rules below strictly or else the approval will be cancelled.

1. Mobile phones should be switched off at all times at the school.
2. **Mobile phones must be handed in to the school office upon arriving at school every day. Students can take it back before they leave the school.**
3. **No smart watches are allowed.**
4. Mobile phones are for contacting parents only. Students should not use the mobile phones for games and entertainment on the school bus, public transports and in public areas.
5. Students have to take care of their own mobile phones. The school takes no responsibility for any property loss.

Name of student : _____ ()

Class: _____

Signature of parent: _____

Date: _____

-----Letter to Parent-----

Regarding your application letter, we have formally approved your child _____ of P. _____ to bring his/her mobile phone to the school for emergency use for the academic year of 2026-2027. However, he/she has to follow the mentioned rules strictly or else the approval will be cancelled. This approval letter should be kept at all times in your child's handbook for recognition. Thank you for your kind attention.

Date of Approval: _____ / _____ 9

Signature of Discipline and Counselling Team Leader: _____ (Ms Agnes Wong)