



Spencer Park Primary School Telephone – Use at School Procedure

OUTGOING

Students and Parents

In the event of mishaps and emergencies students may use the school telephone free of charge under direct supervision of a teacher or the school office staff. Calls must relate to a particular school matter and not “social”.

Staff Members

Staff may use the school telephone for school business and to deal with matters related to their family “organisational patterns”.

INCOMING

Staff Members

If the incoming call is during a recess or DOTT, every effort will be made by the office staff to relay the call to the staff member.

If a phone call occurs during instruction time only those that are urgent will be transferred to the classroom. Phone messages will be placed in pigeonholes.

Students and Parents

Students will not be permitted to leave class to respond to any incoming calls. Messages will be taken and vetted before being passed on.

If a parent is working voluntarily in the school and receives a call a message will be taken, the parent notified and then asked to return the call (unless easily accessible eg. in the canteen, library).

Semper Tenta - Always Strive