



Heddingham School & Sixth Form

Mobile Phones and Electronic Devices Policy

Draft Policy

Reviewed and revised by Mr Finch, Deputy Headteacher, following guidance from the DfE

Approved by the Curriculum and Personnel Committee on:	
It was ratified by the Full Governing Body on:	
Next review due by:	Ongoing

Mobile Phones and Electronic Devices:

Hedingham School has a duty to create an environment that is calm, safe, and free from distraction so that all pupils can learn and thrive. The vast majority of mobile phone use risks unnecessary distraction, disruption and diversion. In addition, a huge amount of valuable staff time and capacity is lost in dealing with issues linked to phone usage, which deflects teachers from their core purpose in the school. This Policy outlines our expectations as a school (*alongside DfE guidance for schools on prohibiting the use of mobile phones throughout the school day – February 2024*).

1. Use of Mobile Phones by Students

- Students are permitted to bring their phones into school with them, for use travelling to and from school, in the event that they need to contact parent/carers
- Students are not permitted to use phones anywhere inside the school building. Phones must be switched off and stored in their bag or a concealed pocket where it is not visible immediately upon arrival to the school
- Students must not use their phone in the building to find out the time or to access their timetable.
- If students wish to contact a parent/carer they must report to the school reception where staff will support contact being made as appropriate
- Students in the Sixth Form are entitled to use their phones in the Sixth Form study areas, but they must not be visible outside of these areas
- Students are not permitted to wear headphones (ie Air Pods, ear buds) on the school site. If a student has their headphones out, they will be confiscated, and the same rules as for mobile phones will be applied

2. Consequences

- If a student's phone is visible, or a noise from it disturbs the lesson, the phone will be confiscated by a member of staff. The confiscated phone will be taken to the school reception
- If a student refuses to hand over their phone, the Duty Staff member will be called. If a student refuses to hand the phone to this member of staff, parents will be contacted, and a request will be made for the phone to be handed to reception on arrival for a period of three weeks. Parents will be notified of this in writing. Alternatively, parents may choose to support by informing the school that the phone will not be brought to school for the remainder of the half-term
- The first two confiscations, students will be able to collect their phone from reception at the end of the school day. After the third incident, parents will need to collect the phone (or request the phone is returned in writing). Students will then need to hand their phone into reception at the start of each day until the end of the three-week period

3. Role of Parents/Carers

- It is the role of the parents/carers to support the school with this Policy. If parents/carers feel that there is not a need for their child to attend school with a mobile phone, please support with ensuring that the phone remains at home
- Parents/carers must use the school office as the first point of contact if they need to get in touch with their child(ren) during the school day. They must not try to contact their child on their personal mobile phone during the school day

4. Loss, Theft or Damage:

- Security is the responsibility of the person owning the device. The school accepts no responsibility for mobile phones/electronic devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school
- All mobile phones/electronic devices are brought onto the school site at the owner's risk. Parents/carers should ensure that mobile phones/electronic devices are properly insured