



Hedingham School & Sixth Form

Mobile Phones and Electronic Devices Policy

Reviewed by Mr Finch, Headteacher.

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 updated DfE guidance for schools on prohibiting the use of mobile phones throughout the school day – January 2026*).

1. Use of Mobile Phones by Students

- Students must not access or carry their mobile phone at any point during the school day
- Students may bring a mobile phone to school **only if it is handed in at morning registration**
- Phones must be switched off before hand-in
- Devices will be stored in locked filing cabinets within tutor bases, each placed in a padded holder to minimise risk of damage
- Phones will be returned at the end of the school day
- Students bring phones to school at their own risk
- Phones must not be used for communication, photography, recording, social media, gaming, or any other purpose while on site
- If students wish to contact a parent/guardian, 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. Exceptions

- Medical exceptions may be granted only with prior approval from the Senior Leadership Team
- Staff may authorise temporary use of a device in exceptional circumstances (eg, emergencies), but this must be logged

3. Consequences

- If students are suspected of being in possession of a phone, they will be subject to a search (in line with the school's policy for searching for prohibitive items)
- Any student found in possession of a phone during the school day, having failed to hand it in, will face serious sanctions in line with the school's behaviour policy. The school will retain possession of the phone until parents can collect it
- If a student refuses to hand the phone to a member of staff, parents will be contacted and an escalated sanction will be issued for defiance
- Repeated breaches may result in continued escalation of sanctions and initiate supportive conversations with parents to prevent the phone from being brought to school

4. Role of Parents/Guardian

- It is the role of the parent/guardian to support the school with this Policy. If a parent/guardian feels 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/guardians 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

5. 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/guardians should ensure that mobile phones/electronic devices are properly insured