



**HEDINGHAM SCHOOL
AND SIXTH FORM**
ACHIEVEMENT & EXCELLENCE

11 May 2026

Official Sensitive

Dear Parent/Guardian

Re: Updated Mobile Phone Policy – Implementation from 1 June 2026

As part of our ongoing commitment to creating a calm, safe and focused learning environment, I am writing to inform you of the detail surrounding our updated approach to mobile phones and electronic devices, which will come into effect on Monday 1 June. I sent a letter in January informing parents and guardians that following strengthened government recommendations around mobile phone use in schools, our policies would evolve to follow this central guidance in full.

I see this as a positive step for the school, and I have appreciated the positive comments and feedback that I have received from the wider community in relation to this change. We have witnessed the negative impact that mobile phones can have on learning, attention, safeguarding and wellbeing. Our aim is to implement a clear, consistent system that is fair to students and fully understood by staff, parents and guardians. Our mobile phone policy is available via our website via under Policies or by clicking on the following link:

[School Policies - Hedingham School and Sixth Form -](#)

Our Core Principle:

From 1 June, students must not access or carry a 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, switched off, and collected again at the end of the day.

Phones must not be used during lessons, social times, or movement around the site.

How the Process Will Work Each Day:

To ensure clarity and consistency, the following procedures will apply to all students:

Morning Registration:

- Students who bring a phone to school must hand it in during tutor registration at 8.30am
- Phones must be switched off before being handed in
- Devices will be placed in individual padded holders and stored in locked filing cabinets within tutor areas
- Any student who does not hand in a phone but is suspected of having one will be reported for follow-up from our Duty and Senior staff
- For students who arrive late, phones will be handed into Reception where they can be collected at the end of the day

During the School Day:

- If a phone or headphones are seen, they will be confiscated immediately
- Confiscated phones will be taken to Reception and held until a parent/guardian collects them
- Students who need to contact home will be supported by staff via Reception, as has always been the case
- Sixth Form students may use phones only within Sixth Form study areas; phones must not be visible elsewhere

End of the School Day:

- The structure of the school day has been slightly adjusted to allow phones to be returned in a calm and supervised way. Students will return to tutor bases at the end of the day and those who have handed in a phone will have them returned

To accommodate this change, the new structure of the school day is as follows:

Personal Development:	8.30-9.00 am
Period 1:	9.00 – 10.00 am
Period 2:	10.00 – 11.00 am
<i>BREAK</i>	<i>11.00-11.20 am</i>
Period 3:	11.20 – 12.20 pm
Period 4:	12.20-1.20 pm
<i>LUNCH</i>	<i>1.20-2.05 pm</i>
Period 5:	2.05-3.05 pm
Personal Development:	3.05-3.15 pm

- Phones will be returned by tutors at the end of the day using a register-based system to ensure accuracy and security

Consequences and Consistency:

Consistency is essential for this policy to work fairly for all students

- Any student found in possession of a phone during the school day, having failed to hand it in, will receive serious sanctions in line with the school's Behaviour Policy
- If a student refuses to hand over a phone, this will be treated as defiance and escalated sanctions will apply
- Repeated breaches will result in further sanctions and supportive conversations with families to prevent recurrence
- Students suspected of concealing a phone may be searched in line with the school's established procedures

Exceptions:

- Medical related exceptions can only be approved in advance by the Senior Leadership Team
- Staff cannot authorise routine exceptions outside of these arrangements

The support of parents/guardians:

Your support is vital to the success of this policy. We ask that you:

- Encourage your child to leave their phone at home if it is not necessary to bring it to school
- Reinforce the expectation that phones handed in will not be accessible during the day
- Contact the school office if you need to pass a message to your child, rather than contacting them directly

Please also note that phones are brought to school at the owner's risk, and the school cannot accept responsibility for loss or damage.

Working Together:

We are confident that these clear systems will reduce distraction, support wellbeing, and help all students to engage more fully with learning and school life. Most importantly, they ensure that expectations are consistent, transparent, and understood by everyone before implementation. We hope to address any teething issues in the final half-term to ensure that expectations are embedded by September.

If you have any questions about the updated arrangements, please do not hesitate to contact the school. Thank you for your continued support as we introduce this important change.

Yours sincerely



Mr P Finch
Headteacher

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