



Mobile Phone Policy (Pupils) – inc Smart watches and glasses (Senior School)

Please note: this policy is valid from 4 July 2026 onwards until its next periodic review due in Trinity term 2028

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Contents

Guidance from Dept for Education (Feb 2026)	2
1. Students in Years 7 – 11	2
2. Students in Years 12 – 13	3
3. Sanctions	3
4. Travel to School	3
5. “Brick Phones”	4
6. Boarding	4
7. Compliance and Monitoring Arrangements	4
8. Appendix I -	5
a) Boarding	5
b) Minibuses	5
c) Sport fixtures/Trips	5

d) Breaktime Tuck Shop	5
e) Sixth Form	5
f) Sixth Form Art Space	5
g) What if there is a vitally important reason that a student must have their phone back?	6
h) Where does the School's ability to confiscate phones come from?	6
i) What about before 0840 and after 1610?	6
j) What about smart watches or glasses?	6
k) 'Brick phone' requirements	6

Please note: this policy is valid from 4 July 2026 onwards

Guidance from Department for Education (Feb 2026)

All schools should be mobile phone-free environments by default; anything other than this should be by exception only.

Boarding schools and residential schools should prohibit the use of mobile phones throughout the teaching day.

Schools should consider whether students in the sixth form should be permitted access to their mobile phone at certain and limited times and locations, reflecting this period of education as one of increased independence and responsibility, without compromising the school's policy on the use of mobile phones for other pupils.

Schools should develop a mobile phone policy that prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime.

At Woodbridge School, a policy prohibiting the use of mobile phones has been in place for many years. From September 2026, the site will be smartphone free.

I. Students in Years 7 – 11

The introduction of a 1-1 device from September 2023 means that students do not need a mobile phone of any type for educational purposes.

Students must understand and accept that using devices for watching videos, listening to music, gaming, social media, taking recordings/images/videos of themselves or others is not allowed.

This includes the use of headphones. Mobile phones of any type and headphones can be confiscated at the same time.

If a student wishes to check timetables, team sheets, Teams, prep messages and the like, they should use their 1-1 device.

Inappropriate usage will be met with confiscations and sanctions.

2. Students in Years 12 -13

Other than downstairs in the Sixth Form Centre or an empty classroom upstairs students may not use smartphones in School. Any use must be appropriate and within the School rules and the law.

In the Sixth Form only art space, students are able to appropriately use their smartphones in their designated booths as this is an extension of the study area in the Sixth Form Centre.

3. Sanctions

For smartphones

1st offence – confiscated and taken to Reception to be kept until the end of the day.

2nd offence – confiscated and taken to Reception until the end of the day. It should then be handed in the following morning to be kept for one week [five days] which may include the weekend.

The rationale for this is that often students need their devices for travel, work, safety which cannot be rearranged that day. This therefore allows the family to make the necessary adjustments, including any potential weekend considerations.

For 'brick phones'

Students will be told to put them away. Repeated issues will result in confiscation for the day or more.

4. Travel to School

With regards to travel into school, we are conscious that we have a diverse community of families who all potentially have different views and needs. As a result, we have created a flexible policy that addresses these concerns whilst minimising smartphone use. We are also conscious of meeting the expectations of the Secretary of State whose position was made clear [here](#).

Students walking into school. Some families may feel that they want their child to have a smartphone on them as they walk / bike to school for safety reasons. If this is the case we are able to support this, and students will be able to drop off their smartphone in Reception when they arrive and then can collect at the end of the school day. If students are leaving site early and need their phones, then parents will be able to alert School Office as part of the normal absence request process. Should they carry a 'brick phone' instead they can have this with them through the school day (in a bag).

Students travelling into school on our minibuses. Some families may feel that they want their child to have a smartphone on them as they transit to school. Many parents have told us that for safety reasons they would prefer that their child has this

option. In addition, it provides an opportunity for students to complete work or for similar appropriate use on a long journey. Students will hand their smartphones in when they arrive in school and receive them back on the return journey. More details on this can be found in the FAQs section.

5. 'Brick Phones'

Any student will be able to have a 'brick phone' (see below for specifics) with them in school, but it still needs to be away in a bag. Its purpose is for contact with home before or after school for logistical arrangements or emergencies/safety reasons.

6. Boarding

Boarders in Years 7-11 are permitted to use the smartphone after their school day has finished and they have returned to the house. The devices are taken in overnight and kept during the school day.

With permission from the Boarding team exceptions can be made on a case-by-case basis.

7. Compliance and Monitoring arrangements

This policy will be subject to a thorough review process including consideration at the Senior Leadership Team meetings on a 2 yearly basis. This will ensure that practice across the Senior School is in line with this policy, the Complaints procedure and with current guidance and legislation.

8. Appendix 1

Specific details and FAQs

a) Boarding

Boarders in Years 7-11 are permitted to use the smartphone after school has finished. The devices are taken in overnight and kept during the school day.

With permission from the Boarding team exceptions can be made on a case-by-case basis.

b) Minibuses

Those students who are seeking to use a smartphone for appropriate use on the minibus are expected to hand their phones to the driver at the end of the journey into school.

The minibus driver will then take phones to Reception and collect them at the end of the day to then return to students for return journey.

If a student needs to collect the device during the day because, for example, they have an appointment, a fixture etc then this will be accepted.

Any inappropriate use will result in confiscation. Students will be able to report this directly to the driver or via the normal reporting channels (including anonymously) in school.

c) Sport fixtures/Trips

If the ETA of a trip or fixture varies by more than 15 minutes from the originally shared time, we will text you to update you at the point that we set off. If a delay occurs on route, we will make every effort to inform you. The text will come from 07507 241622 and we would advise you to save the number as Woodbridge School late returns. You will not be able to reply to the text.

Residential and overseas trips may have different rules around limited smartphone use and Trip Leaders will make these clear in their trip communications.

d) Breaktime Tuck Shop

Students will need to bring a debit or pre-paid card.

e) Sixth Form

Appropriate usage is confined to the Sixth Form Centre downstairs (social area and study area) or an empty classroom in the Sixth Form Centre.

f) Sixth Form Art Space

Sixth Form students are able to appropriately use their phones in their designated booths as this is an extension of the study area in the Sixth Form Centre.

g) What if there is a vitally important reason that a student must have their phone back?

Speak with Mr Capjon, who will be able to consider your request.

h) Where does the School's ability to confiscate phones come from?

Headteachers are backed by the DfE to confiscate mobile phones and similar devices for the length of time they deem proportionate. Confiscation as a sanction is an effective deterrent for specific students and as a general deterrent for all students at the school.

i) What about before 0840 and after 1610?

This policy applies to all students whilst they are on the School site, regardless of the time. An exception to this would be the Boarding House which has its own rules.

j) What about smart watches or glasses?

Watches with cellular capabilities are not permitted.

The use of smart glasses will not be permitted on School grounds by students, parents, visitors, or staff.

k) 'Brick phone' requirements

There is a wide range of these types of phones. To help with the ease of enforcing this policy we require that the following phones are the only ones bought.

Nokia 105 2G



TCL 4022S



Nokia 2660 Flip



NOKIA 3210 (2024)

