



Mobile Phone Policy (Pupils) - (Senior School)

Please note: this policy is only valid until the end of Trinity term 2026 (3 July 2026)

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Guidance from Department for Education (Feb 2024)

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.

Today's children are growing up in an increasingly complex world, living their lives on and offline. This presents many exciting opportunities – but also challenges. By prohibiting mobile phones, schools can create safe and calm environments free from distraction so all pupils can receive the education they deserve.

At Woodbridge School, a policy prohibiting the use of mobile phones has been in place for many years.

1. Students in Years 7 – 11

May have their mobile phone on their person, however they must be switched off. The introduction of BYOD from September 2023 means that students will not need a mobile phone for educational purposes.

- Students must understand and accept that using devices for watching videos, listening to music, gaming, social media, taking images/videos of themselves or others etc is not allowed. This includes the use of headphones. Mobile phones 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 BYOD device.
- Inappropriate usage will be met with confiscations and sanctions.

2. Students in Years 12 -13

Similarly, students in Years 12 -13 may have their mobile phone on their person, however their usage will be restricted as above. The exception to this will be in the Sixth Form Centre, where the restrictions are relaxed in line with the more independent approach that befits a successful sixth form experience.

3. Sanctions

If students use their phone inappropriately then staff will confiscate it and leave with Reception.

- 1st offence = phone will be returned at the end of school day
- 2nd = phone will be returned at the end of next school day

- 3rd = phone will be returned after 24hrs plus end of next school day
- 4th = phone will be returned after 48hrs plus end of next school day
- 5th = phone will be returned after 72hrs plus end of next school day
- Etc

If the confiscation period goes into a weekend, the phone will be available for collection at the end of school on the Friday. However, the phone will need to be returned to Reception on the Monday morning. Failure to do so will likely result in an additional day of confiscation.

This chart demonstrates how this will work:

	Number of Offences	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
Simple examples	1st		C+R								
	2nd		C	R							
	3rd		C	X	R						
	4th		C	X	X	R					
	5th		C	X	X	X + R for W/E	C until end of day				
Examples around weekend	1st					C + R for W/E					
	2nd					C + R for W/E	C until end of day				
	3rd					C + R for W/E	X	R			
	4th										
	5th										
Sanctions						C = Phone confiscated on this day					
1 (1st offence) = end of school day						X = Phone locked in reception					
2 (2nd offence) =end of next school day						R = Return at end of school day					
3 = 24hrs plus end of next school day						R for W/E = Return for the weekend. Pupil will resubmit phone to reception when they arrive on Monday morning.					
4 = 48hrs plus end of next school day						Day of confiscation = Day 0					
5 = 72hrs plus end of next school day											

4. 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.

Appendix I to Mobile Phone (pupils) Policy v2.1 valid until end of Trinity term 2026 (03.07.26) only

FAQs:

1. Why does the School have this policy?

The School believes that whilst an appropriate amount of time may (at the correct and legal age) be spent using phones for social media, gaming etc in the right circumstances and for the right lengths of time, this does not need to be during school hours.

2. What if students are on a trip / fixture on the day their phone is due to be returned?

If Reception is still open, the phone may still be collected. If Reception has closed, students will have to wait until the following morning.

3. What if students need to contact parents on a fixture / trip?

Staff are able to contact the School Office, who can in turn pass a message to parents. Alternatively, with permission, asking friends who are also on the trip to help.

4. 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.

5. 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.

Does the policy include the journey to and from school in the minibus?

No.

6. 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.

7. What about school trips?

The policy still applies to trips. However, individual trips may have specific exceptions which will be at the discretion of the staff.