



Mobile Phone Policy

This policy refers to both Wellington Senior School and Wellington Prep School

Head	Alex Battison
Author	Sam Dean – Designated Safeguarding Lead
Date Reviewed	January 2026
Date of Next Review	January 2027
Website	Yes

Following school wide consultation in 2024/25, Wellington School has revised its approach to the use of digital technology during the school day.

The school day is defined as 8.25am to 4.45pm, Monday – Friday.

1. Lower School (Year 7 and 8, day and boarding)

Pupils in Year 7 and 8 are not permitted to have a phone in school. Boarding pupils leave their phones in the boarding house.

For pupils travelling on school transport, a phone can be used whilst on school transport but parents must receive written permission from the Head of Year.

These phones would be switched off and handed into Reception at the start of the day and collected at 4.45pm.

If individual family circumstances require that a pupil in Year 7 or 8 bring a phone to school, parents are to write to the appropriate Head of Year who can give permission for the device to be handed in at the start of the day and collected immediately prior to leaving school.

2. Upper School (Year 9-11, day and boarding)

We strongly encourage pupils in Year 9 to leave phones at home as they are not required for any part of school life and therefore should never be seen or used between 8am and 4.45pm. Year 9 boarders must leave their phones in the boarding house.

Day Pupils in Years 10 and 11, and Boarding Pupils in Year 10 and 11 are permitted to have a phone (of any kind) in school, but they are not permitted to use them outside of the specific examples given here:

- In Year 10 and 11 phones might, with the permission of the teacher or coach supervising the group, be used as a tool for research, to document work, or check an email/prep task etc. A pupil is never disadvantaged if they do not have one as suitable access to school computers or alternative resource is provided.
- Pupils in Year 10 (and above) are permitted to use devices to pay for items in the café.

- Pupils can go to Reception, their Year Group Common Room or Head of Year's office/classroom and request permission to make a call or send a message if it is in an emergency or regarding transport home.
- Pupils can check their phones between 15.45 and 16.00 in the same locations to ensure they understand pick up arrangements.

To avoid possible distraction or disruption, all pupils in Year 10 and 11 are required to put their mobile phone in a box at the start of every lesson, tutorial or coaching session.

3. Inclusive adaptations and access to other technologies for Y7-11

Pupils are not permitted to bring smartwatches, laptops or other internet enabled technologies to school unless authorised by the Head of Learning Support/Head of EAL and a Deputy Head.

SEN, neurodiversity and medical issues will be considered as possible reasons to make adaptations and permission to bring any internet enabled item to support learning, organisation or health can be sought via the relevant Head of Year and/ or the Head of Learning Support..

International boarders in Y7 to Y9 can arrange to return to the boarding house to contact their families during break or lunch if the time difference is such that doing so requires that flexibility.

4. Sixth Form

Sixth Form students are required to set a positive example and must not use their phones anywhere other than when in the Sixth Form Centre, to pay for items in the café, for educational purposes in Dukes Study Centre, or with permission of their teacher/tutor in the classroom.

Sixth Form students are trusted to bring laptops or a tablet to school and use them for educational purposes in classrooms, the Study Centre, Sixth Form Centre or Café.

5. Sanctions

Improper use will result in the phone (or device) being confiscated. If a phone (or device) is confiscated, it will be taken to reception for safe keeping. It will be placed in an envelope and the personal details of the pupil written on the envelope.

For pupils in Y9-13, the phone (or device) may be collected at the end of the day at 16:45.

In Year 7 and 8, the result is the confiscation of the device until the Head of Year makes contact with the parents and arranges for collection of the phone..

Parents of any pupils in Year 9 who have their phone confiscated will be contacted and the pupil will receive an immediate Head of Year Detention

Repeated misuse will result in the phone (or device) being confiscated for a longer period of time, or additional sanctions being applied as directed by the Head of Year or a Deputy Head.

In all cases, the school will endeavour to work with parents and guardians in trying to bring about changes of behaviour and positive screentime management for the pupil.

6. Education and Support

The school recognises the possibility of addiction, and the risks associated with online activity. Pupils receive a comprehensive education about online safety through PSHE and the Tutor/Head of Year.

The school offers guidance to parents and pupils for how blocks and limits can be applied to social media, online content, gaming and instant messaging via MySchoolPortal.

Managing screentime is promoted as a part of our wellbeing framework.

For boarders, time spent using school wi-fi is monitored alongside a range of strategies used to balance important access to loved ones with good sleep hygiene and screentime limits.