

Friday 19th January 2024

Dear Parents/Carers

Evaluation of Passes

I am writing to inform you about an important change in our school policy regarding early leave, toilet, trainer and time out passes. After careful consideration and evaluation, we may discontinue granting multiple passes to students and reduce the provision of passes only to those with verifiable medical or special educational needs. This decision has been made with the best interests of our students in mind and is based on several factors that we believe will contribute to a more productive and secure learning environment.

The removal of these passes is aimed at ensuring consistent and uninterrupted instruction throughout the school day and ensuring students are in the best place for them to be, the classroom. We have observed that frequent lesson passes for differing reasons can disrupt classroom activities, impede the learning process and create logistical challenges for both students and staff. By all but the most essential passes, we hope to foster a more settled, structured and focused educational experience for all students. This will begin to take effect from Monday 22nd January 2024.

We understand that there may be situations where students need to leave school early due to medical appointments, family emergencies, or other important reasons. In such cases, we kindly request that you contact the school office in advance to make the necessary arrangements. Our staff will work with you to accommodate these exceptional circumstances while minimising disruptions to your child/ward's education.

We believe that this change will help improve attendance rates, create a more stable learning environment and maximise instructional time for all students. We appreciate your understanding and cooperation in adhering to this new policy.

If your daughter/son/ward has had a toilet pass this academic year we will require you to send a doctor's note to school as evidence, if you have not already and all passes will be reviewed termly. In addition, appropriate support (passes) will be offered to those with specific special educational needs or disabilities. I realise this is a change for your daughter/son/ward but we must ensure that uninterrupted learning is at the forefront of our priorities. If you would like to discuss your son/daughter/ward's need for a pass, please contact their Head of Year.

Thank you for your ongoing support as we strive to provide the best possible educational experience for your daughter/son/ward. If you have any questions or concerns, please contact the school office.

Yours faithfully



Mrs L Campbell
Headteacher