

23 May 2025

Dear Parents and Carers,

Thank you for your ongoing support regarding your child and continuing to work with us so they can achieve their potential. As we head into the last half term of the year, I am writing to inform you about the upcoming changes to the Academy's time-out and toilet card system.

Following on from a recent review of both systems, we have made some further alterations to support students across the Academy and maximise their learning time in lessons. Please be assured that students who currently have a toilet or time out card will continue to have use of these. These changes will commence after half term, with students being reminded of the changes in the Monday morning briefing when we return.

As secondary school students, the need to use the toilet during lesson times should be very few and far between. At no point during the school day are students expected to wait more than an hour between opportunities to use the toilet which is more than a reasonable expectation for all students – excluding those with medical evidence supporting a toilet card.

The new system is outlined below, followed by the rationale behind this refinement.

Time-Out Card Holders

Students who have been provided with a time-out card will continue to use these in the same way they do now. They will get a slip from their teacher and take their time out in the Inclusion Base. This ensures consistency for these students whilst allowing a safe and calm area for their time-out, whilst being able to talk to Inclusion Base staff should this be required.

Toilet Card Holders

Where students have a toilet card (where medical evidence has been provided), SST (Student Support Teacher) will open the nearest set of toilets.

This system will maximise learning time as they are not walking to a specific set of toilets, nor having to sometimes wait due to all students using the same set, something feedback from students has highlighted. In addition, toilet visits will be quicker as they will be using the nearest location rather than walking to a certain area of the school. This will also minimise corridor disruption as students will not be walking to different areas of the school.

Please note we already encourage students with toilet cards to avoid going in the first and last 15 minutes of the lesson as they are able to go in between lessons, but also so they are present for the starter retrieval task and overview, as well as the consolidation through independent practice nearer the end of the lesson. This is not new, rather students are aware of this, and this routine is already embedded.

Students without a toilet card:

Students should use the toilet before school, break and lunchtime, or, if required, in between lessons; totaling seven different opportunities to go to the toilet during the day, with only an hour between each. This not only supports a calm learning environment due to quiet corridors but supports students to reach their full potential as they are remaining in lessons learning for their entirety.

If a student is unable to wait until the next opportunity they will request to go to the toilet as they do now, students cannot go within the first 15 or last 15 minutes of the lesson, something that is already in place. The only change is that when the student requests to go to the toilet, SST will open the nearest set of toilets.

This system will maximise students' learning time as outlined earlier on in the letter but it also reinforces the importance of going during the seven other opportunities during the day.

We'd like to thank you for your support and understanding for the rationale for these changes as we support your child to reach their full potential. If you have any questions related to this update, please contact your child's Progress Leader in the first instance.

Kind Regards



Mrs H. Quinn

Assistant Principal - Inclusion