

20 January 2025

Dear Parent/Carer,

Re: Student Punctuality and Appleton Toilet Pass Procedures

I would like to begin by thanking you for your support with our punctuality process that we launched in the first term of this academic year. As Mr Gill mentioned in his recent correspondence to you, we have been very pleased with the improvement in student punctuality to school and lessons. We equally appreciate that when there have been unavoidable issues that could have not have been foreseen, parents have contacted the school so that we can amend the detentions and attendance details where appropriate. This letter will highlight how we are now ensuring that students not only arrive on time to their timetabled sessions, but they are remaining in these classrooms without unnecessary interruptions.

We recognise that the majority of our students arrive to their lessons on time and engage positively with their learning throughout the entirety of the lesson. However, we note that some students are not always applying this same level of consistency. Therefore, we are further highlighting to students the importance of utilising every minute of learning time, especially for those who may be arriving late to their class, or who are requesting to leave the lesson when in fact it is not necessary to do so at that point.

We acknowledge that some of our students, especially those with specific SEND or medical needs, may need to leave a classroom for support. Therefore, all medical, SEND and toilet cards will be reviewed by the pastoral, SEND and medical teams. Any passes that have expired and/or are no longer required will be removed. We will address any uncertainties and, if required, will discuss medical evidence with the parents and carers. Students whose Care Plans, up-to-date medical information, Learning Plans or Educational Health Care Plans, cite the need for a student to leave a lesson, will continue to be supported with the advice and directions given.

Furthermore, it is important that students who do not have a pass, use their designated toilet areas before school and during their social times. Staff supervise the entry to the toilets during lunch and break times, and they are checked and cleaned at regular points of the day. We are encouraging students to use their break and lunchtimes wisely, and should not expect to go to the toilet during lesson time when they have had ample time in their breaks to do so.

Headteacher: Sarah Cox, BA (Hons)

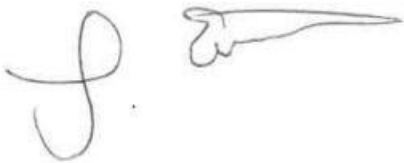
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Finally, we do appreciate that there may be exceptional circumstances where staff will need to use discretion and professional judgment to identify whether there is an urgent need for a student to leave the lesson. If this is the case, students will leave with a signed expectation card and will be expected to hand their mobile phone to the classroom teacher, before they leave the room. The card will then be signed and the phone returned when the student promptly re-enters the classroom.

Thank you as always for your continued support and if you have any further queries, please do not hesitate to contact either myself or your respective pastoral lead.

Yours sincerely,



Ms J. Everett
Deputy Headteacher

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