

KFA/ARI/Heads PA/Overview of Changes
6th March 2026

Dear Parent / Carer

I am writing to inform you about upcoming changes to how students access the toilets during the school day, and to ask for your support in helping us make these changes work smoothly for everyone. Over recent months, we have noticed increasing challenges linked to toilet use during lesson times. These include students missing valuable learning, overcrowding in certain areas of school, and, at times, inappropriate behaviour taking place out of sight. To ensure a safe, calm and purposeful learning environment, we are making some adjustments to our procedures.

We feel able to introduce these changes because of the responsible manner in which students have responded to recent adjustments across school, including changes to lunchtimes, the use of cards, and the zoning of social areas. Their cooperation has been excellent, and we are confident they will continue to rise to expectations.

Current arrangements

At the moment, toilets are locked during lesson time and students who need to use them are escorted by staff through the on-call system. This has allowed us to monitor behaviour closely and ensure safety while other systems were being embedded.

What is changing?

Moving forwards, **all toilets will be open throughout the school day**. Students will be able to access them when necessary, using their planners as their corridor pass.

However, to protect learning time and minimise disruption:

- **Toilet use during lessons must be absolutely necessary.**
- **Requests will be granted at the teacher's discretion**, based on the needs of the student and the stage of the lesson.
- Students will be expected to use the toilets before school, at break, at lunch and after school wherever possible.
- **Students must carry their planners at all times**, as these will act as their corridor passes.
- **Replacement planners can be purchased through the Arbor app** if needed.
- Students with a medical need or additional requirement affecting toilet access will, of course, continue to be supported appropriately.

These changes are designed to maintain high-quality learning in every classroom while ensuring students' safety and giving them increased independence.

How you can help

We would appreciate your support in encouraging your child to:

- Use the toilets during break and lunchtime whenever possible.
- Carry their planner with them every day.

- Understand that lesson-time toilet access is for emergencies and **not a routine part of the school day**.
- Follow staff guidance politely and responsibly.

Your support makes a significant difference. By working together, we can ensure that these changes run smoothly and benefit all students.

If you have any questions or concerns, or if your child requires special arrangements due to a medical need, please do not hesitate to contact us.

Thank you, as always, for your continued support.

Yours sincerely



Mrs K Farmer
Headteacher