

7<sup>th</sup> July 2024

Dear Parent/Carer

We have a number of students in the Academy who have 'passes' to support them.

We are aware some of these passes will have only been needed as a temporary measure and in order to ensure we have a comprehensive list for September we are reviewing our provision for **all** students.

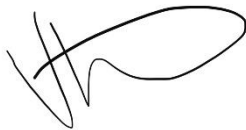
As we are an Inclusive Academy, we have listened to student feedback and now include fully black, polishable trainers as part of our uniform policy. Therefore, no student will be issued with a trainer pass.

We have also reviewed our access to toilets. *Students will be allowed to use the toilet in lesson time at the discretion of the classroom teacher, but not within the first or last 10 minutes.* Toilet passes will only be issued to students who have up to date medical reports (dated within the last 3 months) or who have a life long condition we have medical evidence for.

Sensory room passes will also be reviewed. If you feel your child still requires their pass in September, please indicate below. If a discussion is needed around this, you will be contacted by one of the SEND team.

We expect all students to wear Academy uniform, as is outlined on the school website, and is part of the home-school agreement, at all times. Students will *not* be issued with passes to modify this uniform without information from a medical professional that states what modification is needed. This will then be discussed with Mrs Husband, Deputy Headteacher of SEND and Inclusion and the modification agreed. Shirts form part of the expected uniform, and as per our uniform policy, should be tucked in. Ties can be purchased as either clip on or traditional, and therefore are expected to be worn by all pupils.

If you feel your child requires a pass, please complete the form attached and return to the Academy with the relevant medical evidence.



Mrs Victoria Hall  
Headteacher





Childs name \_\_\_\_\_ Tutor group \_\_\_\_\_

**Requires the following pass:**

|                      |     |                     |       |
|----------------------|-----|---------------------|-------|
| Toilet pass          | Y/N | Evidence provided   | _____ |
| Sensory Pass         | Y/N | Evidence provided   | _____ |
| Uniform modification | Y/N | Evidence provided   | _____ |
| Other                | Y/N | Please give details | _____ |

Parent name: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

**Please ensure evidence is attached and this form is returned to Birley Academy reception by Friday 12<sup>th</sup> July 2024.**

Thank you

