



21<sup>st</sup> December 2023

Dear Parents and Carers,

### **Re: Introduction of the New Revised System for Students' Early Lunch Passes**

I am writing to inform you about an important update to our school's approach for supporting students during break and lunch times. Our aim is to ensure a safe, supervised, and accommodating environment for these students. Below, I have outlined the rationale and key changes in the revised system.

#### **Rationale:**

1. **Supervision:** To ensure all students are supervised at all times.
2. **Quiet Space:** To provide students with a quiet space for breaks and lunch.
3. **Bespoke Food Outlet:** To enable identified students to access food with smaller queues and in a more relaxed setting.

#### **Implementation:**

- **Regular Schedule:** Students with a 'Reflections / Movement' pass will be allowed to leave class 2 minutes before the end of the lesson
- **New Duty Point:** A new duty will be added at the 'Sixth Form Area' door by the main entrance.
- **Pass Issuance:** Students previously having an early leave pass will now receive a 'Reflections / Movement' pass.
- **Access to Teaching School Area:** Students with a 'Reflections / Movement' pass can show this to the staff on duty to access food from the back of Reflections and use the Teaching School area as a quieter place to eat.

#### **Exceptions:**

1. **Medical Needs:** Students with medical needs requiring earlier meals will have early access (staff will be provided with a list of names).
2. **EHCPs:** Students with an EHCP stipulating an early leave pass will report to the SEN base, ensuring continuous staff supervision.

We believe these changes will significantly enhance the break and lunchtime experience for a cohort of our students, providing them with the necessary support and comfort. Your understanding and cooperation in familiarising your child with this new system are greatly appreciated.

Should you have any questions or require further clarification, please feel free to contact the school office.

Thank you for your continued support.

Yours sincerely,

*Miss Crowley*

**Miss L Crowley**  
**Assistant Headteacher**



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