

24 February 2026

Dear Parents/Carers,

### Re: Update to Procedures for Medical Toilet and Movement Passes

We are writing to inform you that we are currently reviewing and refining our processes regarding **toilet passes and early movement passes issued on medical grounds**.

Over time, a significant number of passes have remained in circulation without recent medical confirmation. This has led to:

- Loss of valuable learning time
- Avoidable conflict when passes cannot be verified
- Increased safeguarding risks when students are out of lessons without clear oversight

As part of our duty of care, we must ensure that any student leaving lessons for medical reasons is doing so for a current and evidenced need. This protects learning time, reduces unnecessary conflict, and strengthens safeguarding procedures across the school.

### What happens next?

If you believe your child requires a **toilet pass and/or early movement pass due to a medically related issue**, we ask that you **re-submit relevant and up-to-date medical evidence by 6 March 2026**.

This may include documentation from a GP, consultant or other medical professional confirming the ongoing need.

Medical evidence should be handed in to **Main Reception** in a sealed envelope, clearly marked for the attention of **M Harwood – Deputy Headteacher** or **submitted electronically via the Contact Us section of the school website**.

If we do not receive medical evidence by this date, we will assume that the medical issue has been resolved and that the pass is no longer required. In this case, a new pass will not be issued.

All approved passes will be time-limited and subject to periodic review to ensure they remain appropriate and necessary.

### Confidentiality

Please be assured that any medical information provided will be treated sensitively and handled in accordance with data protection requirements. Information will only be shared with relevant staff on a need-to-know basis in order to support your child appropriately.



Hungerhill School is part of the **Brighter Futures Learning Partnership Trust**

Brighter Futures Learning Partnership Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company Number 07939747), whose registered office is at Hungerhill School, Hungerhill Lane, Edenthorpe, Doncaster, DN3 2JY

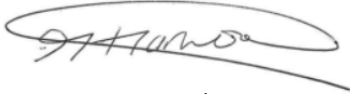
## Recording of passes

All newly approved medical passes will be recorded on our **ClassCharts system**. This will allow staff to verify passes quickly and discreetly during lessons, reducing unnecessary challenge or disagreement and ensuring students who genuinely require support receive it without difficulty.

We would like to reassure families that students with genuine medical needs will continue to be fully supported. This review is not about removing appropriate adjustments, but about ensuring that support is current, evidence-based and applied consistently and fairly.

Thank you for your continued support as we work to maintain a safe, orderly and focused learning environment for all students.

Yours sincerely



Miss M Harwood  
Lead Deputy Headteacher



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