



24 October 2024

Dear Parent/Carer

RE Student Passes

We are currently in the process of reviewing our support provisions, this includes passes for;

- Time out of lessons
- Medical, toilet and lift access
- Uniform adjustments

Although this only affects some students, we wanted to make all parents/carers aware of the changes and what is required to support accessing these provisions.

At the end of this week all passes that have been previously issued will expire. New passes will now be reviewed and issued by one of three departments; Pastoral (Heads of Year), Medical (including lift access and toilet passes) and SEN (key workers, as part of the usual reviews).

Our priority will always be to keep students in lessons, learning as much as possible, but understand that for some exceptional situations additional support is required even if for a short period of time. For many of the support provisions additional medical evidence is required with regular reviews. I have outlined some of the changes below, how these will be managed and included links to how you can request access so that the information is sent to the appropriate staff member.

Pass Type	Pass details	Who to contact
Medical	<ul style="list-style-type: none"> • Medical access (for those with regular medication and ongoing conditions) • Toilet access (for those that have a medical need to access the toilets during lesson) • Lift access (for those that have a temporary need due to injury or mobility conditions) <p>Medical evidence is needed for a medical pass</p>	<p>Please complete the google form below which will be sent to the medical team to review. They will contact you directly to discuss the evidence and support needed in school.</p> <p>LINK to google form for Medical Pass</p>
SEN	<ul style="list-style-type: none"> • HUB drop in • Uniform Expectation • Zone of Regulation access (this provision will require parental engagement in a workshop to ensure parents/carers are 	<p>Please contact your child's key worker to discuss.</p> <p>SEN provisions will continue for those that have them already and any adjustments will</p>

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	informed of how they can support the young person who needs additional support to regulate themselves.	be communicated to you. All students will get a new SEN pass.
Pastoral	<ul style="list-style-type: none"> ● Regulation Pass - this allows students with an identified need to have regulation time from lessons. Please see note below for specific information. ● Temporary uniform exception (this will be short term, usually for a day and no longer than a week) ● Zones of Regulation access - this will only be offered to those that we identify as needing the provision. 	<p>Please complete the google form below should you feel this provision is needed, providing as much information as possible.</p> <p>Heads of Year will review and contact you to discuss further before deciding if the provision is necessary.</p> <p>LINK to google form for Pastoral Pass</p>

Time out passes

Previously we have issued 'Time out' passes that students have used to take some time out in the corridor to regulate and then return to their lessons. Following a review of this provision we have found that they have not been successful in achieving this, as many are distracted by others in the corridor, they do not use the regulation techniques to support regulating as they are not directly supervised and as they are out of lesson, often come back in to missed learning and struggle to catch up with what is being learnt.

We have consulted with the schools SENDCO and created an alternative provision to support our students which will begin from the 4th November. 'Time out' passes will no longer be issued. Instead, students that we feel require the support due to an additional need will be given a Pastoral Pass, it will not be issued unless there is clear evidence of a need. This provision allows students time to regulate as follows:.

1. Brain breaks in lessons where they can close their exercise books and use their 'brain break' booklet for up to 5 minutes to help them regulate before returning to their learning.
2. Movement break (which can be in their seats with a fidget toy/band for their chair)
3. In exceptional situations, brief time out of the class with the class door open to use regulation techniques that have been taught to meet their needs. However, this will be limited to a smaller number of students.

All teaching staff will be trained on these provisions. Students will also be spoken to by their Year team on how to use them and which option will help their particular needs. This will then be shared with you so that you can support them in practising them at home when needed. Alongside this, we will be running intervention sessions for students to help support the underlying concerns and how to manage them.

There will be some students that we feel need more intense support in regulating themselves and for these we will offer access to our 'Zones of Regulation Rooms'. If this provision is offered, we will invite you as parents/carers to attend a workshop so that you are aware of the techniques being taught and can support in using them at home so that there is a consistent approach for the young person.

If you feel the young person in your care needs one of the passes, please contact the relevant member of staff by completing the linked google form. As we would like to issue these during the first week back after half term, please complete the forms by Wednesday 30th October. However, these will be open throughout the year for you to complete and we will issue additional passes once they have been reviewed by the relevant department.

Kind regards



Mrs C Wadsworth
Deputy Headteacher