



Notley High

School and Sixth Form

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6 February 2025

Dear Parents/Carers

I am writing to discuss an important matter regarding our school's policy on toilet cards, which are provided to students who may require additional support during school hours.

To ensure that we can accommodate all students effectively, we kindly ask that parents provide medical evidence if their child needs a toilet card for health-related reasons. This documentation will help us understand the individual needs of our students and ensure that we can provide the appropriate support. If we do not have medical evidence, then a toilet pass will not be issued.

We appreciate your cooperation in this matter, as it allows us to maintain a safe and comfortable environment for all students. If you have any questions or need assistance regarding the documentation process, please do not hesitate to contact Julie Simpson, the Medical Administrator on Julie.simpson@notleyhigh.com

Yours faithfully

Miss Roberts

Assistant Headteacher

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Headteacher: Mr M Barrow

