



HEADLANDS SCHOOL
SINCE 1965

Toilet Policy

Written by	Assistant Headteacher – Behaviour		
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Headlands School

Toilet Policy for Students During Lessons

A clear, fair, and consistent toilet policy is essential for maintaining a positive learning environment while addressing students' physical needs.

General Principles

- The school recognises that access to toilet facilities is a basic need and that students may sometimes require access during lessons.
- The policy aims to balance minimising classroom disruption with ensuring students' health, well-being, and dignity.

Policy Guidelines

a. Encouragement to Use Toilets Outside of Lessons

- Students are expected to use the allocated key stage toilets during break times, lunchtime, and before / after school to reduce the need for disruptions during lessons.

b. Out of Lesson Pass

- An **out of lesson pass** system may be used to monitor and control access to toilets during lesson time.
- Each staff member will be issued with one out of lesson lanyard, which they will give to a student should they grant permission to a student to leave their lesson or activity.
- The student should wear the out of lesson lanyard around their neck.
- Any student out of lesson without an out of lesson lanyard will be challenged by staff and sent back to their classroom.
- Staff members should log a student being out of the lesson using the out of lesson app. This is done by the member of staff scanning the front of the student planner and indicating if the student has been allowed out of the lesson due to urgency.
- Students should not be allowed to leave the first 10 minutes of a lesson. This is due to the toilet cleaning schedule.

c. Medical Conditions & Special Circumstances

- Students with medical conditions (e.g., diabetes, bladder issues, anxiety disorders) requiring frequent or urgent access to toilets will have a **TOILET PASS**.
- Parents / carers must inform the school of any medical conditions, supported by documentation from medical professionals.
- The medical team and Assistant Head team will make the final decision on toilet pass administration.
- The out of lesson app will indicate that the student has a medical based toilet pass to the class teacher.
- A toilet pass will be on a lanyard for students to wear when out of lesson. Students are responsible for looking after their toilet pass. If they have lost their toilet pass the student

should report to a pastoral member of staff on the same day. Students who have lost their toilet pass and are out of lessons should expect to be challenged.

d. Discretion & Teacher Judgement

- Teachers have the discretion to allow or deny a toilet request based on:
 - **Urgency:** A genuine, immediate need versus habit or disruption.
 - **Frequency:** Whether the student frequently asks to leave the lesson.
 - **Lesson Timing:** Avoiding disruptions during critical teaching periods or assessments. We encourage our stay in lessons to maximise learning opportunities.
- This information will be provided to the teacher to make an informed decision through the out of lesson app

e. Logging & Monitoring

- Logs will be used to support us in monitoring and evaluating from a pastoral perspective if:
 - There is a pattern of frequent requests from certain students.
 - Toilet breaks coincide with subjects or teachers.

3. Promoting Positive Behaviour

- Staff will remind students to take responsibility for managing their own needs where possible.
- Health and Wellbeing is addressed in PSHE lessons.
- Assemblies, tutor times, and PSHE lessons may include discussions on time management and respecting learning time.