



ARCHBISHOP ILSLEY CATHOLIC SCHOOL

"Let Your Light Shine"

Victoria Road, Acocks Green, Birmingham, B27 7XY

Tel: 0121 706 4200
Email: enquiry@ilsley.bham.sch.uk
Website: www.ilsley.bham.sch.uk
Headteacher: Mr Ciaran Clinton



Tuesday 19th May 2026

Dear parents and carers,

1st June Re-set – Changes to Medical and Pastoral Procedures

I am writing to inform you of some important updates to our systems and procedures in school from 1st June. These changes follow recent staffing adjustments and are designed to ensure that pupils are safe, attend lessons consistently, and develop independence in managing minor health needs, while continuing to provide appropriate support for those with genuine medical requirements.

1. Medical Room

A staffed first aid response will remain available at all times; however, due to staffing changes, the Medical Room will be closed during lesson time and will no longer operate as a drop-in space.

If your child feels unwell, they must be referred by a member of staff. Where first aid is required, a trained member of staff will be on call and will attend promptly.

2. Toilet Passes

All toilet passes must now be supported by up-to-date medical evidence. These will be reviewed and approved by your child's Head of Year. Please email any relevant medical evidence to your child's Head of Year via the school email address: enquiry@ilsley.bham.sch.uk.

We will, of course, continue to work with families where there are evidenced medical needs to ensure appropriate support is in place.

All medical-related passes (including toilet and movement passes) will be time-limited for a maximum of one half term, after which they will be reviewed. If updated medical evidence has not been provided by this point, the pass will come to an end.

A reminder that all pupils can access toilets before school, during lesson changeover, at breaktime, and at lunchtime. During lessons, toilets are locked; however, in the event of an emergency, a member of staff can escort your child to the nearest available toilet.

3. Movement Passes (Leaving Lessons Early)

Movement passes allowing pupils to leave lessons early will be restricted to pupils with a diagnosed medical need. In some cases, where a pupil is on an official pathway towards a diagnosis, this may be considered on an individual basis by the Head of Year if supporting evidence is provided.

All movement passes must be supported by appropriate medical evidence or professional recommendation (for example, a doctor's note relating to an injury or condition) and will be reviewed regularly by your child's Head of Year.

Our expectation remains that all pupils move between lessons within the allocated transition time so that learning time is maximised for all.



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As a school, we have recently introduced a split lunch, which has significantly reduced queues in the canteen. From 1st June, we will also introduce a one-way system on our busiest corridor (the English/Maths corridor). As a result, many of the previous reasons for early movement passes have now been addressed.

For pupils who do have a pass, these will be monitored carefully. Where there is evidence of misuse, persistent lateness, or failure to follow expectations, the pass may be withdrawn.

4. Administration of Medication (Including Paracetamol)

School staff will no longer administer or store common non-prescription medicines for pupils, including paracetamol, ibuprofen, cold and flu remedies, throat lozenges, and antihistamines.

This change is intended to ensure that medication is administered only with direct parental oversight and to encourage pupils to develop greater independence in managing minor ailments appropriately.

If you wish your child to receive such medication during the school day, you are welcome to come into school and administer this yourself via reception.

5. Access to Pastoral Staff During Lessons

To ensure that pupils remain in lessons and that disruption to learning is minimised, pupils will not be able to leave lessons to see Heads of Year or pastoral staff unless requested by a member of staff or in exceptional circumstances.

Pastoral support remains available at social times, before and after school, and through the normal safeguarding and referral systems. Where pupils require support, this will continue to be provided appropriately and promptly.

Pastoral Leads will also operate on an appointment-only basis during the school day. Pupils must not leave lessons or attempt to find their Pastoral Lead during lesson time unless they have been sent for by a member of staff. Any urgent concerns should be reported to the class teacher, who will contact the appropriate member of staff if required.

6. Reminder Regarding Uniform Expectations

We would also like to take this opportunity to remind all families of our high expectations regarding school uniform.

From 1st June, all pupils will be expected to attend school in full correct uniform every day, including appropriate footwear and equipment. We ask for your support in ensuring pupils arrive at school dressed appropriately and ready to learn.

Finally, I would like to remind parents and carers about my recent letter regarding our expectations around uniform and presentation standards. We are committed to maintaining high standards across the school, and your support in ensuring pupils attend school correctly dressed and fully equipped each day is greatly appreciated. Mr Clinton will write to families again later this week with a further reminder and clarification regarding our uniform expectations moving forward.



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In Conclusion

These changes are intended to ensure that our systems are safe, consistent, and focused on supporting learning, while also responding to the practical realities of staffing and ensuring that support is targeted where it is most needed.

We value your continued support and will continue to work closely with families to meet individual needs where appropriate.

If you have any questions or wish to provide medical evidence to support your child's needs, please contact your child's Head of Year via the school email address.

Thank you for your continued support.

Yours sincerely,

Mr Foley