

15 June 2026

Dear Parent/Carer,

We would like to explain some changes we are making to our pass system. The aim of the changes is to ensure that all students are supported by a system which is clear, fair, safe and which maximises learning time.

Time Out Passes

Kenton's goal is to create a learning-focused environment and meet all students' needs. Our current 'time out' passes will be replaced by a 'time in' system. All staff will be receiving additional training to support this system, whereby students needing to regulate can do so in class are supported by the teacher. This will also support learning as there will be no missed lesson time. In the rare instance a student does need to regulate outside of the classroom, an LSA will take the child to our regulation station and escort them back to lesson when they are able.

Uniform Passes

All schools have uniform policies to foster a sense of belonging and equality amongst students. A student attending school in full uniform shows they are ready to learn and be part of the school community. Unless evidence can be provided, a uniform pass may not be given and full compliance will be expected. If you feel your child needs a uniform pass, please send evidence into school. You can drop this into reception or email it in at KSpasses@northernleaderstrust.org by Friday 10th July 2026. A panel will then meet to assess each application and the outcome will be communicated to parents and carers by the end of this academic year.

Toilet passes

To minimise any lost learning time, toilet passes will only be granted to those children with a medically verified need. All other students will be expected to use toilets at break and lunch times. If you feel your child needs a toilet pass, please send evidence into the above email address or drop this physically into reception.

Kenton School is part of Northern Leaders Trust

Registered Office: Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU

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A panel will meet to assess each application and the outcome will be communicated to you. Please could all evidence be sent in by Friday 10th July 2026.

Lunch Passes

There will be no early lunch passes granted for 2026/27. Please do let us know if your child needs support accessing the canteen. If this is the case then an LSA will accompany them to support them with this.

Leave Lesson Early Pass

We understand that some children find busy corridors overstimulating. In order to maximise learning time, students will be given a 'quiet transition pass' in which they can remain in the classroom once the lesson has ended and until corridors are less populated. They can then calmly make their way to lesson. Again, the need for this pass will be evidenced based and sent to the email address above and considered by the panel.

Thank you in advance for your understanding and support.

Yours sincerely,



Sinead Green
Principal