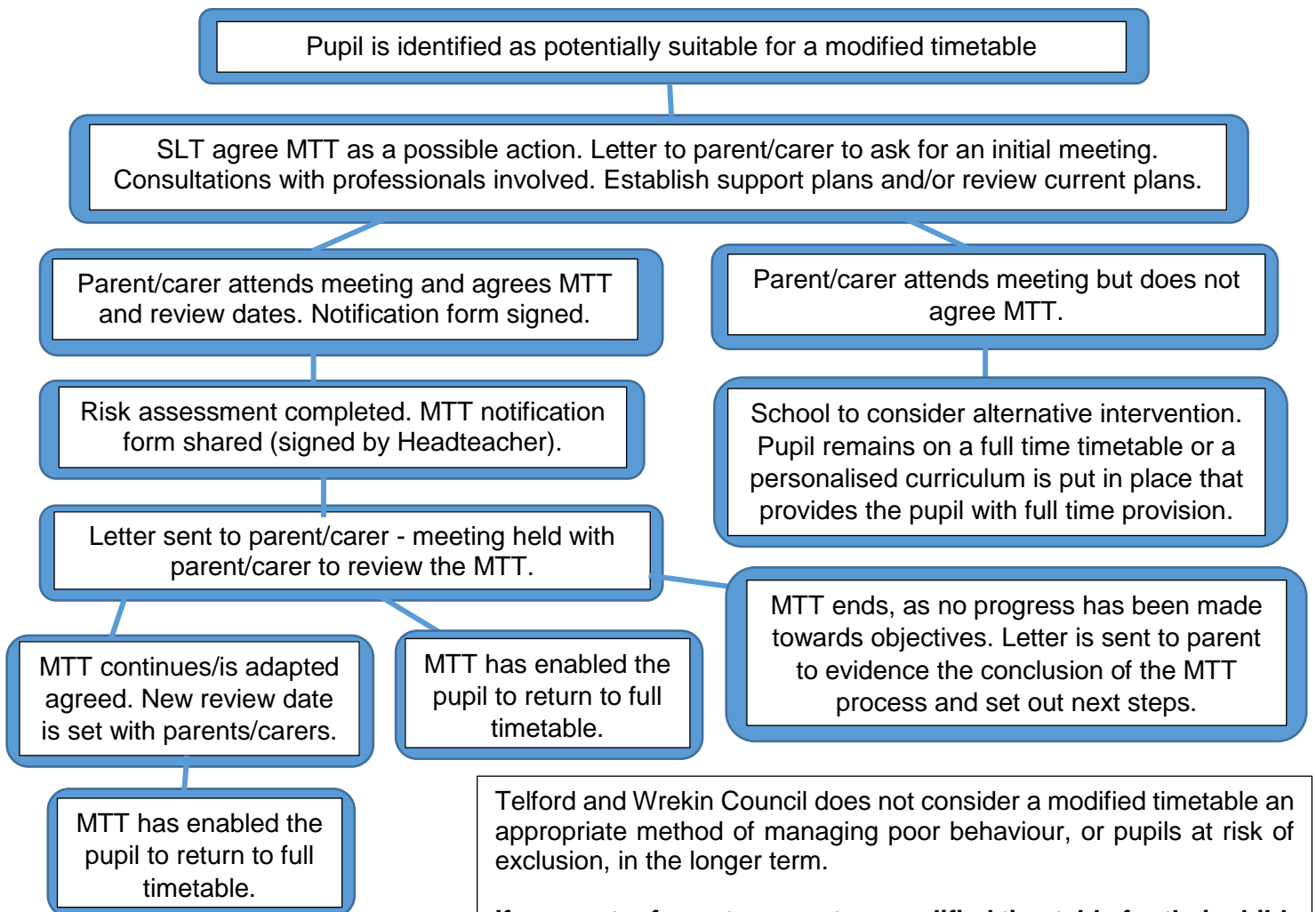


Telford & Wrekin Modified Timetable Process Summary

This document must be read in conjunction with: *Telford & Wrekin Policy & Procedures for Pupils who are on a Modified Timetable*.

In circumstances where the school considers that it may be necessary to agree and implement a time-limited modified timetable for a pupil, the following process should be observed:

- ✓ A meeting should be arranged with the pupil and parents to discuss the proposals and effective communication with parents should continue throughout the intervention.
- ✓ All professionals involved and agencies supporting the pupil should be satisfied that there is a clear and evidenced rationale for considering a modified timetable.
- ✓ The pupil should have an active involvement in the process of planning, reviewing and evaluating the intervention.
- ✓ The written agreement of parents/carers should have been obtained at the initiation of the modified timetable and parents consulted at each point of review.
- ✓ The intervention should be for a time limited period of **no more than six weeks** and reviewed on a regular enough basis so that the school can evidence professional oversight and an evaluation of the success of the strategy and any impact upon the pupil.
- ✓ There should be a clear plan for increasing the hours to full-time which should have clear and measurable objectives.
- ✓ A Risk Assessment should be considered and completed.



Telford and Wrekin Council does not consider a modified timetable an appropriate method of managing poor behaviour, or pupils at risk of exclusion, in the longer term.

If a parent refuses to agree to a modified timetable for their child, a full-time timetable should remain in place, other options considered and any professionals or agencies involved with the child consulted.