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 timelimited 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.

Pupil is identified as potentially suitable for a modified timetable

SLT agree MTT as a possible action. Letter to parent/carer to ask for an initial meeting. Consultations with professionals involved. Establish support plans and/or review current plans.

Parent/carer attends meeting and agrees MTT and review dates. Notification form signed.

Parent/carer attends meeting but does not agree MTT.

Risk assessment completed. MTT notification form shared (signed by Headteacher).

Letter sent to parent/carer - meeting held with parent/carer to review the MTT.

School to consider alternative intervention. Pupil remains on a full time timetable or a personalised curriculum is put in place that provides the pupil with full time provision.

MTT continues/is adapted agreed. New review date is set with parents/carers.

MTT has enabled the pupil to return to full timetable.

MTT ends, as no progress has been made towards objectives. Letter is sent to parent to evidence the conclusion of the MTT process and set out next steps.

MTT has enabled the pupil to return to full timetable.

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.