**School Letter 1 (sample) Prior to a Modified Timetable**

(Parents name and address, 2 letters if parents are separate and both have parental responsibility)

Date

Dear (Parent’s name)

**Pupil’s name:** **Date of birth:** **Year group:**

I would like to invite you to come to the school to discuss the current provision for ……….(pupil’s name), due to concerns we have.

Following a discussion with the Head and other appropriate members of staff, we are considering whether ………….(pupil’s name) should be placed on a modified timetable.

Modified Timetables are a short-term arrangement whereby the pupil only accesses the school provision for part of the week, as agreed with parents. For the remainder of the school week, the parent is responsible for making sure school work, provided by the school, is completed and that the child is supervised, at all times.

Modified timetables are only considered when the school feels all other interventions that have been employed have not been successful. The staff and Governors of the school only support the use of Modified Timetables in very exceptional circumstances and continually monitor the progress of pupils where this arrangement in put in place.

We appreciate, as a school, that, having to supervise your child doing school work during the school day could well be an inconvenience for you and could compromise any work arrangements you are committed to. Additionally it may have an impact on other school aged children in the home.

It is for this reason that we would like to discuss what other options there are, before we plan a modified timetable

I would like to invite you to a meeting on:….day (date) ……………… at (time) to discuss what can be implemented to support ………… (pupil’s name) so that a modified timetable is not necessary.

As a school, we thank you for your support and want to ensure that you are involved in the joint discussions and planning for (pupil’s name) and that lines of communication with school staff are kept open and positive. If you are unable to attend, please contact (staff name) as soon as possible to re-arrange a mutually agreeable date and time. We value your contributions and believe it is important that we work together to improve the situation for your child.

Our key priority is to ensure that (pupil’s name) is as successful as possible and is able to achieve (his/her) full potential.

***The Headteacher has been fully consulted in relation to this request for leave and fully supports the decision made.***

Yours sincerely,

(Name) (Job Title)

School Letter 2(sample) invite to discuss the implementation of a Modified Timetable

(Parents name and address, 2 letters if parents are separate and both have parental responsibility)

Date

Dear (Parent’s name)

**Pupil’s name:** **Date of birth:** **Year group:**

As you may be aware (teachers/school staff’s name) from school has spoken to you about whether we should be considering a Modified Timetable to support (pupil’s name) at this time.

Modified Timetables are a short-term arrangement and are only considered in **very** exceptional circumstances.

(Child’s name) may benefit from a reduced timetable at this time due to (please complete this paragraph) ………………………………………

The meeting to discuss a potential modified timetable will be on:….day (date) ……………… at (time).

As a school we thank you for your support and want to ensure that you are involved in the joint discussions and planning for (pupil’s name) and continue to communicate with school staff. If you are unable to attend, please contact (staff name) as soon as possible to re-arrange a mutually agreeable date and time.

The staff and Governors of the school only support the use of Modified Timetables in very exceptional circumstances and continually monitor the progress of pupils where we put this arrangement in place. In addition, the school has a duty to inform the Local Authority of any pupil who is not attending school full time, so we will send the Modified Timetable notification form to the Access and Inclusion Team at Telford & Wrekin Council.

Our key priority is to ensure that (pupil’s name) is as successful as possible and is able to achieve (his/her) full potential. It is our intention that (pupil’s name) should be accessing a full-time provision as soon as possible and this is the means to achieving this.

I have attached a copy of (pupil’s name) attendance for this academic year.

At the meeting to discuss the modified timetable, you will be asked to agree the objectives and will sign to give your permission. Regular reviews of the modified timetable will be agreed, whereby we will meet to decide if the objectives are being met and whether we are moving towards a full time provision. These reviews are held within 6 weeks of the date of the modified timetable. We will invite you to these reviews and value your contribution.

Whilst your child is not in school, we will provide you with work for them to do at home and we will need to make it clear to you that, while they are not in school, you are responsible for the supervision of your child.

***The Headteacher has been fully consulted in relation to this request for leave and fully supports the decision made.***

Yours sincerely **(Name) (Job Title)**

**School letter 3 (sample) when Modified Timetable is reviewed**

(Parents name and address, 2 letters if parents are separate and both have parental responsibility)

Date:

Dear ( Parent’s name)

**Pupil’s name:** **Date of birth:** **Year group:**

Thank you for your continuing support regarding (Pupil’s name) education provision at (name of school) school.

You will recall the initial meeting on ……….. when we discussed and agreed a modified timetable arrangement for (Pupil’s name). It is now time to review (pupil name’s) progress.

The modified timetable review meeting will be on …………………………….(date) at …..(time)

I look forward to discussing the modified timetable with you. It is important that you are able to discuss the impact of this intervention with us at school and whether it is achieving the objectives we set out.

If you cannot make this meeting, please contact (staff member’s name) to arrange a mutually agreeable time for this meeting.

Our key priority is to ensure that (pupil’s name) is as successful as possible and is able to achieve his/her full potential. I would hope that you are able to support this decision.

I have attached a copy of (pupil’s name) attendance for this academic year.

Thank you for your understanding and continuing support

Yours sincerely

**(Name)**

**(Job title)**

**School letter 4 (sample) when Modified Timetable is withdrawn**

(Parents name and address, 2 letters if parents are separate and both have parental responsibility)

Date:

Dear (Parent’s name)

**Pupil’s name:** **Date of birth:** **Year group:**

Thank you for your continuing support regarding (Pupil’s name) education provision at the school.

You will recall the meeting on ……….. when we discussed and agreed a Modified Timetable arrangement for (Pupil’s name) .

After reviewing this arrangement, it has been decided that this strategy to support (pupil’s) re-integration into school full time isn’t working for the following reasons:

OR

After reviewing the Modified Timetable arrangement we are very pleased with the positive impact and as a result your child is returning to full time education.

Therefore, I am writing to you to inform you that the modified timetable will be withdrawn from ………………………(date). This means that (pupil) should resume his/her full time timetable from ……………………………(date).

A re-integration meeting will be held on ……………………..(date) and a member of staff will discuss with you and your child, the curriculum and outline any changes that may have occurred during the period of the modified timetable. If you cannot make this meeting, please contact (staff member’s name ) to arrange a mutually agreeable time for the meeting.

Our key priority is to ensure that (pupil’s name) is as successful as possible and is able to achieve his/her full potential. I would hope that you are able to support this decision.

I have attached a copy of (pupil’s name) attendance for this academic year.

Thank you for your understanding; I hope this letter explains the decision that has been made.

Yours sincerely

**(Name)**

**(Job title)**