**Modified Timetable Parent/School Contract**

I understand that due to my child’s medical condition/exceptional circumstances, they are being placed on a modified timetable for a **very** limited period of time.

I have discussed the matter fully with the school and agree, during the period of the modified timetable to:

* Take full responsibility for my child during the hours when not attending school
* Ensure there is supervision of school work during those hours
* Ensure there is a flow of work between school and home for marking and guidance
* Take full responsibility for the health and safety and supervision of my child when they are not in school

(Parent to tick the agreements above before signing)

During the period of the part-time timetable the school will:

* Monitor the effectiveness of the part-time timetable
* Ensure arrangements are in place to safeguard and promote the well-being of the child
* Hold a review on the agreed date
* Provide work for my child to do whilst at home and mark all work completed.

**Privacy Notice under the Data Protection Act 2018**

Telford & Wrekin Council are collecting Personal Identifiable Information to enable us to provide you with support through the Modified Timetable Contract. We need to collect this information in order to ensure that the most appropriate educational placement is identified and/or the most appropriate support is identified for your child. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) B). Telford & Wrekin Council will not share any Personal Identifiable Information collected with external organisations unless required to do so by law. However, this information with be shared within Telford & Wrekin Council and partners agencies (Department of Education, NHS, Schools, and Early Years providers) solely for the purpose of providing you with an educational place or educational support.   For further details on the council’s privacy arrangements please view the privacy page on the council’s [website page](http://www.telford.gov.uk/terms).

**Parent**

Parent’s name(s):.................................................................................................................................

Signed……………………………………............................. Date………....…………....……

**Senior Leader from the school who has responsibility for the implementation of MTT’s**

Print Name..........................................................................................................................................

Job Title...............................................................................................................................................

Signed…………......................………………………............ Date………………………….....

Once signed, one copy of this form should be retained by the parent and a copy should be sent to the Access and Inclusion Team at [accessandinclusion@telford.gov.uk](mailto:accessandinclusion@telford.gov.uk) .

The home may be subject to a visit from a representative from the School or the AST

I understand that

* Telford and Wrekin Council (T&WC) collect personal information on me/my family to enable T&WC to provide support services which will benefit me as an individual and/or my family.
* That my/my family’s personal information will only be shared internally between Council services to enable these services to be provided to me/my family.
* T&WC may also share my/my family’s personal information with government departments or other public bodies as required by relevant legislation.

For further information please visit [www.telford.gov.uk/terms](http://www.telford.gov.uk/terms)