

Inclusive Timetable Process

The diagram below demonstrates some of the key actions that would be followed from start to finish for your child on a reduced timetable. Although Kent County Council recommends a child is on a reduced timetable for no longer than 8 school weeks, challenges may occur along the way and the process takes longer. The review meetings will help indicate if your child is on track to return to a full time timetable by the end of week 8. The school will speak to you if their recommendation is for your child's reduced timetable to be extended and they would usually have taken in to consideration advice from other professionals outside of the school who might be involved already.

Plan

Do

Review

Part Time

8 School Weeks

Full Time

- School will discuss the proposal with you first and seek your consent to proceed to the planning stage.
- School will set up a meeting with you and key colleagues from school and external services, e.g. Specialist Teaching & Learning Service. Your child may be invited to contribute if appropriate. In the meeting school will:
- Draft a Pastoral Support Plan (PSP) which will highlight the key interventions planned and who will deliver them.
- Determine the timescale your child will be on reduced hours and the hours he or she will be attending school initially. This will be subject to change depending on progress.
- Complete an assessment addressing any risks and impact on your child's welfare and education when both in and out of school.
- Identify a co-ordinator within school to be the link person throughout the process.

- School interventions detailed on the Pastoral Support Plan will be delivered. This may involve your child accessing a nurture provision and/or receiving 1:1 support from staff.
- Any external support (e.g. class observations by Specialist Teachers) will also take place to provide guidance to front line staff. Other support may be going on in background such as paediatric assessments.
- Regular communication will take place between the staff link person and parent through informal discussions intermittently.
- Staff will provide activities for your child when not in school. This needs to be completed and returned promptly for marking.
- The school will record your child's time not in school as authorised absence on the register.
- The school will submit a reduced timetable notification to KCC with your child's details so this is monitored externally.

- A formal Pastoral Support Programme review meeting will be held, usually every two weeks. The key priorities will be to:
- Bring together everyone involved, including external professionals where possible.
- Provide an opportunity for parents to share views, updates from home perspective and address any concerns.
- Identify any challenges so that reasonable adjustments can be made to make the child's school experience successful.
- Identify any strengths and positives for the child that can be built upon.
- An unsuccessful return to full time may require requests for support from additional external services. Statutory assessment may be considered or a managed move to another school.
- Copies of the PSP will be shared with everyone involved.