

***(Continued from overleaf...)***

- Assessment of any risks the student might face whilst away from school during school hours – with support in place to lower / prevent these risks.
- Provision of work for the student to complete at home.

Where a student is undertaking a Reduced Timetable and appears to be 'stuck', we will look at ways to help them further forwards. We can do this through an application to our Supplementary Fund which can provide:

- Taxis – up to six weeks of funded taxi transport to and from school.
- Placements – a 1 day per week work-based placement
- Additional Tutoring – providing a tutor at home or at a local library
- Counselling or Mentoring – to help the young person move forward in how they feel about school

**It should be emphasised that you as parent/carer have a right to refuse a Reduced Timetable. You can do this by contacting the following people:**

KS3 – Y7, Y8, Y9 – Mrs Lewis

KS4 – Y10, Y11 – Miss Fletcher

They can be contacted on 0161 406 7922



Highfields Inclusion Partnership

Parent/Carer  
Guide to Reduced Timetables

### What is a reduced timetable?

At Highfields we run 'standard packages' of education which are as follows:

- KS3 (Y7, Y8, Y9) – 9am to 1:30pm Everyday
- KS4 (Y10, Y11) – 9:45am to 2:50pm Everyday (Fridays 2.35pm Finish)

A reduced timetable at Highfields is any timetable that offers different to the above.

### Why are some students offered a reduced timetable?

For some students, it is recognised that they may not be able to cope with the length of a school day due to one or more of the following reasons:

- High anxiety – resulting in frequent 'fight or flight' reactions which put themselves or others in danger
- Tendency for frequent conflict with adults – based on previous experiences of school and/or family life
- Tendency for frequent conflict with peers – based on previous experiences of school and/or family life
- Not attended school for a long time – struggling to regain a school attending habit and/or fears about attending school
- Other issues such as an addiction to cigarettes

### How might a reduced timetable help?

At Highfields we are committed to making sure reduced timetables are never issued as a punishment. They are offered only as a way of helping our students eventually increasing their time in school and having positive experiences there.

Reduced timetables might help with the following:

- Helping students to feel less overwhelmed by the school day.
- Helping students gradually reverse poor sleeping patterns and build healthier routines.
- Helping students get used to the school environment again.
- Helping our students build up a pattern of regular attendance – that is, attendance everyday rather than a cycle of attendance and non-attendance.
- Reducing negative experiences of school that come with constant conflict.
- Gradually working to change perspective of student's that school is an unhappy place to be.

### What is our commitment to students on reduced timetables?

Highfields will only offer a reduced timetable in exceptional circumstances where all other avenues of support have either been exhausted – or are not working on their own.

In addition, when offering a reduced timetable, Highfields commits to the following:

- A plan for gradually increasing the student's time in school.
- A review involving student and parent/carer every six weeks.
- Communication 3 – 5 times per week to check how things are going.

***(Please turn over...)***