

Part-time Timetable Procedures and Guidance for Schools

Considerations before implementing a PTTT

- Refer to Derbyshire's [part-time timetable guidance](#) when discussing whether a part-time timetable is suitable for the CYP.
- The parent / carer must agree to the PTTT.
- Any PTTT arrangements should have a time limit by which point the CYP is expected to attend full time, (either at school or at an alternative provision setting).

Steps prior to the PTTT reintegration meeting

With Parent / Carer

- Meet with the parent / carer to explain the PTTT process.
- Gather consent from the parent / carer for their CYP to be placed on a PTTT.
- Ask the parent / carer to complete the home information form. Agree a date for this to be completed so the PTTT reintegration plan can be pre-populated before the meeting.
- Confirm the date for the PTTT reintegration plan meeting.

School

- Agree how the school information will be collected. Will this be carried out during a staff meeting or sent to specific individuals? Agree a date for this to be completed so the PTTT reintegration plan can be pre-populated before the meeting.
- Identify a member of staff to facilitate the pupil voice activity. Agree for a date for this to be completed.
- Arrange a professionals / multi-agency meeting.
- Notify Derbyshire Local Authority:
[Part-Time Timetable: 1\) Notification \(office.com\)](#) (first notification)
- If a child has an EHCP – notify SEND
– cs.sendadmin@derbyshire.gov.uk
- If a child has social care involvement, contact the relevant Social Worker.
- For looked after children (LAC), notify the Virtual School.
- If there is Early Help involvement, contact the support worker.

PTTT reintegration plan meeting

- The member of staff who is leading the PTTT process to chair the meeting (This may be the SENCO, Headteacher or another senior member of staff).
- The meeting to last between 1 and 2 hours.
- The reintegration meeting will identify and discuss the main points from the school, home and CYP documents that were completed prior to the meeting. (The reintegration plan will be prepopulated with this information)
- During the meeting, identify a long-term outcome for the CYP. This may not necessarily be about an increase in time. Examples could include: completing tasks; learning in a particular space; following stop / go instructions; allowing other children to share their space etc. A minimum of three short targets can then be set to support the progress towards this long-term outcome.
- Complete the risk assessment to see if there are any safeguarding concerns. If there are any concerns, decide who will be responsible for mitigating the risks.
- At the end of the meeting, schedule a review meeting between the school and parent / carers. It is recommended that this is approximately after 6 weeks, however, it is needs led so an earlier review might be needed.

- Agree an end date for the part-time timetable to end.
- Get the parent / carer to sign the document.
- Once the reintegration plan has been completed by the member of staff in school, share the document with all attendees, including with the parents / carers.
- The PTTT begins and appropriate work is provided for the CYP when not in school. Please note, this is needs led and depends on the mental health and well-being of the CYP.

Note: By the end of the reintegration meeting, if there are any safeguarding concerns or if the parent / carer does not grant permission, a PTTT cannot go ahead. The pupil remains in school full-time with reasonable adjustments considered. Consider speaking with external agencies within DCC for further advice.

PTTT reintegration plan review meeting

- Following the agreed time frame, a review meeting to be held between school, parent / carers and any professionals.
- The aim of the meeting is to assess the outcomes from the reintegration meeting and then plan the next steps for reintegration.
- Towards the end of this meeting, school and parent / carers will discuss if another review is needed and look at a time frame for the next review. Agree a date.
- If there are any changes to a PTTT, notify Derbyshire Local Authority.
[Part-Time Timetable: 2\) Update \(office.com\)](#)
- Alternatively, professionals and parent / carers may agree for the PTTT to be ended and the CYP returns full-time. Notify Derbyshire LA [Part-Time Timetable: 3\) Closure \(office.com\)](#)