**Reduced School Day Template Plan**

**This template plan has been designed in line with the provisions of c47/2021 and *The Use of Reduced School days, Guidelines for Schools on recording and notification of the use of Reduced School days*. As a template, it will assist your school and is not definitive.**

**All text in red, including titles, requires editing and/or removal prior to discussion with or circulation to parents/guardians.**

Name of pupil:

Class:

Date of meeting with parents/guardians to discuss and agree plan:

Start date of this plan:

Review date of this plan: **[arrange for review as time limit of plan approaches, if pupil still on plan]**

End date of this plan: **[ideally period should not exceed six school weeks and plan cannot be carried forward from one academic year to the next]**

Plan for graduated regime of school attendance which increases steadily and incrementally toward full attendance: **[outline details of what the reduced school day will look like on a practical level – attendance times / drop-off and collection arrangements etc.]**

Details of educational supports or interventions to be provided for the pupil during the period of the reduced school day: **[ensure regard to: any relevant medical reports or other relevant information held in the pupil’s support file]**

Actions required to support the pupil’s return to school and reintegration to a full-time school day: **[ensure regard to any relevant medical reports or other relevant information held in the pupil’s support file]**

Name of contact person in the school with whom the parents/guardians may communicate with in relation to this plan:

Work plan for the time during which the student will not be in attendance at the school: **[where appropriate]**

In conclusion: **[ensure that each of the points below are clearly outlined and explained to parents/guardians]**

* This plan has been discussed and agreed in collaboration with the pupil’s parents/guardians.
* The pupil’s parents/guardians have been informed of their right to withdraw consent for this plan at any time.
* The pupil’s parents/guardians have been informed that TESS educational welfare officer can provide assistance and advice if required. Contact details for same are available from [www.tusla.ie/tess](http://www.tusla.ie/tess)
* Parents/guardians have been provided with a copy of the Guidelines.
* An extension of this plan will only be considered in exceptional circumstances and only with the further written consent of parents/guardians.
* By signing in the space below, parents/guardians consent to this plan and acknowledge the content.

Parent / Guardian 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Guardian 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provide the parents/guardians, with a signed copy of the agreed plan and retain a copy which must be given to the Educational Welfare Officer or a member of the DE Inspectorate if requested. A copy should also be retained on the student support file.**

Date of notification to:

|  |  |
| --- | --- |
| Tusla Education Support Service (TESS) of the decision to place a student on a reduced school day no later than the first day of the commencement of each episode of a reduced school day. |  |
| NCSE (Local SENO) of the decision to place the student on a reduced school day where the student has special educational needs (SEN). |  |