

Guidance for Families on the use of Reduced Timetables (RTTs)



- A reduced timetable is an arrangement made between parents/carers and their school.
- It means that the number of hours a child spends in education is reduced for a time-limited period.
- A reduced timetable must be supported by a plan which outlines steps for reintegration.
- It should typically be for no longer than 6-8 weeks and will be reviewed frequently within this time.
- A reduced timetable must be approved by your child's school Headteacher in agreement with their parent/carer.

Full-time education not only supports your child's academic progress but is equally important for their social development and mental wellbeing.

If your child is struggling to access their full-time education, reduced timetables may be used alongside other measures as a supportive strategy to help enable them to reintegrate back into school.

Exceptional circumstances in which a reduced timetable might be considered:

- ✓ Recovery from illness
- ✓ Exceptional family circumstances
- ✓ Pregnancy
- ✓ To meet a young person's needs

THINGS TO DISCUSS WITH SCHOOL

It is important that families and school work together closely to agree a reduced timetable. It is useful to meet with your child's school to discuss any possible unmet needs, or adjustments to their day to allow them to feel more comfortable about being in school. These could include;

- Staggered start times
- Using a different entrance into school
- Meeting a trusted member of staff they feel comfortable with
- Adjustments to the way they access their school work

Are there external agencies the school may need to work with to support your child, such as health or social care professionals?

What are your child's short and long-term goals?

It is good to involve your child in conversations with the school – their views matter and will often mean they are more likely to stick to the plan.



DID YOU KNOW...?

- ✎ All children and young people of compulsory school age (5-18) are entitled to a full time education.
- ✎ It is the parents/carers and school's responsibility to support this.
- ✎ In 2023, 85.7% of children using reduced timetables were successfully reintegrated into full time education.