



MONTPELLIER PRIMARY SCHOOL MODIFIED (REDUCED HOURS) TIMETABLE POLICY



Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop: Phone 03 9280 1955 for interpreters or call our school office on [\(03\) 5243 2521](tel:0352432521).

RATIONALE

At Montpellier Primary School an effective use of a modified timetable can support a student's full-time re-engagement in education, or contribute to making reasonable adjustments to support education access for students with disability.

DEFINITION

A modified timetable is a time-limited arrangement used by agreement between a school, a student (where appropriate) and their parent/carer where the student attends school for reduced hours.

AIM

This policy sets out the requirements for implementing a modified (reduced hours) timetable for an individual student at Montpellier Primary School

IMPLEMENTATION

At Montpellier Primary School we understand that there are times and circumstances where a modified timetable is beneficial in supporting a student's full-time re-engagement in education, or contributing to making reasonable adjustments to support education access for students with a disability.

- Modified timetables can only be implemented in the specific circumstances outlined in this policy.
- The initial length of a modified timetable must not exceed 10 weeks, with extensions approved only in limited circumstances.
- Modified timetable arrangements must be agreed at a Student Support Group (SSG) meeting or equivalent, and documented by completing a [Modified timetable agreement](#).
- An [Individual Education Plan \(IEP\)](#) is not mandatory for a student on a modified timetable but if a student has an IEP, it is recommended that their modified timetable arrangement is referenced within it.
- Principal approval and parent/carer consent to a modified timetable, including extensions, must be recorded in a Modified timetable agreement.
- Schools must use the modified timetable absence code (627) for times when a student is absent from school as specified in their modified timetable.

Situations in which a modified timetable can be considered:

1. *Re-engagement*

A modified timetable can be implemented as one part of a broader strategy to support the re-engagement of a student who has not attended school for an extended period of time.

2. Reasonable adjustment for a student with disability

A modified timetable may be used as a time-limited reasonable adjustment for a [student with disability](#) where the student's parent/carer and treating practitioner(s) and/or allied health professionals identify this is required to support the student's learning, wellbeing and engagement needs.

Before a modified timetable is implemented for a student with disability (that is, a student for whom reasonable adjustments have been made), the school must ensure that reasonable adjustments have first been implemented with the intent of enabling the student's full-time attendance and participation.

3. Behaviour support

Where a student's behaviour poses a risk of physical harm to themselves or others, a modified timetable may be an appropriate intervention alongside other measures. A [Behaviour Support Plan \(BSP\)](#) is required for all students when the primary reason for the modified timetable relates to behaviour, and it is recommended that their modified timetable arrangement is referenced within the plan.

4. Medical reasons

Where a student has a serious medical condition, a modified timetable may complement a [Student Health Support Plan](#) agreed upon between the school, parents/carers, and health professionals. It is recommended that the modified timetable arrangement is referenced within the plan.

5. Students with parenting or carer responsibilities

A modified timetable may support a student with [parenting](#) or [carer](#) responsibilities to enable them to remain engaged in schooling.

Supports for students on a modified timetable

At Montpellier Primary School a modified timetable agreement may include guidance for the student on how they can continue with their learning while absent from school, where appropriate. Consideration for students to remain engaged in school life will be given in activities such as excursions and school camps, even when these do not align with the times they are scheduled to attend school. Support for a student on a modified timetable will be tailored to the students' needs.

Consultation and approval of a modified timetable

At Montpellier Primary School a modified timetable must be developed in consultation with the student (where appropriate), their teacher, and their parent/carer. This must occur as part of an Student Support Group (SSG) meeting (or equivalent).

The completed [Modified Timetable Agreement](#) must be approved by the school principal and include written (signed) consent from the parent/carer. The school cannot implement or extend a modified timetable without parent/carer consent.

Any extension to a modified timetable requires a re-confirmation of parent/carer consent and principal approval.

Duration of a modified timetable

Montpellier Primary School, in consultation with the parent/carer, the student (where appropriate) and other key support services, must regularly monitor and review the student's engagement as the modified timetable progresses and consider whether further support is required or an earlier return to full-time attendance is possible.

The key requirements around duration of a modified timetable are:

- Initial period: must not exceed 10 cumulative weeks.
- Extension beyond 10 weeks/initial agreed period: If a student is still on a modified timetable at the end of their initial agreed period, an SSG meeting (or equivalent) must be held to discuss student progress and any challenges they may be facing. The Modified Timetable can be extended for a further period of up to 10 weeks via the extension section of the [Modified Timetable Agreement](#), with approval by the principal and with parent/carer consent.
- Further extension beyond 20 weeks: Any further extension beyond a total of 20 weeks must only occur in exceptional circumstances and where it is clearly in the best interests of the student. Re-approval by the principal and parent/carer consent is required via the extension section of the Modified Timetable Agreement. Consultation with regional health, wellbeing and specialist services teams regarding any proposed extensions is encouraged.

Cumulative weeks: All time limits described above apply to cumulative modified timetable periods across 12 months (for example, a student who has a 4-week modified timetable in Term 4 is considered to reach the 10-week limit when a further modified timetable is implemented for 6 weeks in the following year). When a student changes schools or campuses this cumulative time limit does not apply and resets.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2026
Approved by	Principal
Communication and feedback	This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider.
Next scheduled review date	2029 (3-4 Year Cycle)

If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.