

Student Support Plan

CONTACT DETAILS	
Student's details	
Name	
Address	
Telephone	
Email	
Student number	
Emergency contact details	
Relationship to student	
Telephone	
Course details	
Course title	
Department	
Personal Tutor/Supervisor	
Other departmental contact (if appropriate)	
Level (Foundation, UG, PGT, PGR)	
Year	
Details of the student's first point of contact in the University	
Name	
Title	
Location	
Telephone	
E-mail	

KEY DATES (to be reviewed and added to over the course of the pregnancy and maternity)	
What is the student's due date?	
How many weeks pregnant was the student when the University was notified?	
COMMUNICATION WITH THE STUDENT	
What is the student's preferred method of communication:	
During pregnancy?	
During maternity – related absence?	
On return to study?	
INFORMING OTHER STAFF AND STUDENTS	
Who will need to be informed about the student's pregnancy and when would the student like them to be informed?	
Name and Title	Date
RISK ASSESSMENT (please attach a copy to this form)	
Has an assessment been conducted which covers (where relevant):	
The student's course?	
Course placements or study abroad?	
Examinations or other assessments?	
Field trips?	
Return from maternity-related absence?	
Breastfeeding?	
Where changes are required to minimise risk, who is responsible for ensuring these are implementing?	

PREGNANCY – RELATED ABSENCE	
Will the dates or times of antenatal appointments affect the student's study?	
Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their course?	
If yes to either of the above questions, what arrangements have been made to enable the student to catch up?	
ASSESSMENT	
Is the student unable to complete any assessments due to their pregnancy or maternity?	
If so, provide details:	
What alternative arrangements have been made for any outstanding or incomplete assessments?	
MATERNITY-RELATED ABSENCE	
How much maternity-related absence does the student intend to take?	
When does the student intend to start maternity-related absence?	
When does the student intend to return from maternity-related absence?	
Will the dates of maternity-related absence affect the student's ability to complete any course module requirements?	
If so, what arrangements have been made to enable the student to complete the module?	

What information will the student require during maternity-related absence to keep up to date on course developments?	
Who will be responsible for providing the information to the student?	
FINANCIAL SUPPORT	
Has the student been informed about sources of financial support or been referred to the Advice and Money team in Student Services?	
Specify and follow up required:	
CHILDCARE	
Has the student been informed of the childcare facilities in the local area?	
Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?	
INTERNATIONAL STUDENTS / THOSE WHO STUDY ABROAD	
Have international students or those who study abroad been informed about:	
The need to check visa implications of returning home or extending their stay due to pregnancy and maternity? (introduce to the International Student Support Adviser in Student Services)	
Possible airline restrictions?	
STUDENTS ON PLACEMENT	
Has the placement provider been notified of the student's pregnancy?	
Has the placement provider conducted a risk assessment?	

Is the placement provider aware of the University's policy on supporting students during pregnancy, maternity and paternity?	
Will the student be able to complete their placement?	
If not, what alternative arrangements will be made?	
Who is responsible for liaising with the placement provider?	
EXTENUATING CIRCUMSTANCES	
Has the student been informed about how to apply for special circumstances in the event their pregnancy, maternity or parental responsibilities affects examinations and assessments?	
ACCOMMODATION	
Does the student intend to move to alternative accommodation?	
Has the student received advice on alternative accommodation and the possible consequences of terminating their existing contract? (Please refer to the Accommodation Team where appropriate).	
RETURN TO STUDY	
What support will be provided to the student on their return to study? (e.g. meetings with key staff, put in contact with other student parents, etc)	

FURTHER INFORMATION**Any other information or comments:****SIGNATURES****Agreed by staff member**

Name

Title

Signature

Date

Agreed by student

Name

Signature

Date