

Modified Timetable Checklist



Melbourne Archdiocese
Catholic Schools

This checklist is designed as a prompt and tool to support procedural fairness and compliant record keeping. It is not designed as a substitute for the *Modified Timetable Procedure for MACS Schools*. This is a working document and should be referred to at each stage of review throughout the process.

School name:	
Student name:	
Student year level:	
Student age:	
Date:	

	ACTIONS	CHECK
PRE-CHECK	This checklist is being completed by the Principal (or delegate).	☐
	The <i>Attendance Policy for MACS Schools</i> and the <i>Modified Timetable Procedure for MACS Schools</i> have been reviewed.	☐
CONSIDERATIONS	In accordance with Child Safe Standard 5, the additional circumstances of students who may experience vulnerability have been carefully considered.	☐
	Reasonable adjustments and interventions have been thoroughly explored, implemented with fidelity, and monitored and adjusted as needed.	☐
GROUND	The student meets the following grounds for a modified timetable. They are unable to engage in full-time attendance due to: - significant medical or health conditions - disability-related needs - mental health or wellbeing concerns - complex personal or family circumstances.	☐ ☐ ☐ ☐
ENGAGEMENT	Engage with the MACS Student Engagement Unit (SEU) (e.g. through submitting a Record of Student Adjustment and Evaluation (ROSAE) consultation request) before implementing a modified timetable.	☐
PSG MEETING	Establish a PSG to assess the appropriateness of a modified timetable arrangement, ensuring that the student's voice, individual needs and family context are central to decision-making.	☐
MODIFIED TIMETABLE ARRANGEMENT PLAN	During the PSG, develop a Modified Timetable Arrangement Plan.	☐
	Ensure the risk assessment section in the Modified Timetable Arrangement Plan is completed. <i>Note: this is an internal school use only document.</i>	☐
	During the PSG, complete a MACS Attendance Support Plan (or equivalent).	☐
SUPPORTING DOCUMENTATION	Collect supporting documentation to inform the two above plans. Supporting documentation can include, but not limited to: - reports from medical or allied health professionals - attendance and engagement data	☐



	ACTIONS	CHECK
	- Personalised Learning Plan - Student Health Support Plan - Behaviour Support Plan - Student Safety Plan - Cultural Plan - for students with medical or health conditions, a Medical Management Plan and Student Health Support Plan must be used to guide necessary adjustments when the student is on the school site.	☐ ☐ ☐ ☐ ☐ ☐
LEARNING	Ensure the student has access to meaningful, tailored learning opportunities aligned with the student's medical, health, wellbeing and learning profile.	☐
	Determine how learning tasks will be provided, assessed and feedback delivered during periods of offsite learning.	☐
SCHOOL CONTACTS	Nominate staff responsible for monitoring the modified timetable arrangement plan.	☐
	Nominate staff responsible for reviewing the modified timetable arrangement plan.	☐
	Nominate staff responsible for coordinating home learning tasks.	☐
DUTY OF CARE	Clearly define duty of care responsibilities for periods when the student is both on and off the school site.	☐
INFORMED CONSENT	Ensure the student's Parents/Carers have given written informed consent.	☐
	Ensure the student has agreed to their Modified Timetable Arrangement Plan in an age and developmentally appropriate way, as they'll be more engaged when their views are included.	☐
NOTIFICATION	The Principal sends a copy of the Modified Timetable Arrangement Plan and supporting documentation to the appropriate regional office: - Northern Region: manager.nro@macs.vic.edu.au - Eastern Region: manager.ero@macs.vic.edu.au - Southern Region: manager.sro@macs.vic.edu.au - Western Region: manager.wro@macs.vic.edu.au	☐
	Copy the following stakeholders into the communication, as applicable: - for students with an active ROSAE case, include the relevant case worker/s - for students who are in OoHC, include the MACS Student Health and Wellbeing Team email: wellbeing@macs.vic.edu.au - for Aboriginal and/or Torres Strait Islander Students, include the MACS Aboriginal and Torres Strait Islander Education CoE email: matsied@macs.vic.edu.au - for students in the senior secondary years of education, include the MACS Pathways Team email: pathways@macs.vic.edu.au	☐ ☐ ☐ ☐
ATTENDANCE RECORDING	Students on an approved modified timetable are recorded as engaged in an approved activity. Although they are not on school premises, they are not considered absent due to formal approval of the arrangement.	☐
FORTNIGHTLY REVIEW	Complete fortnightly review by reviewing Modified Timetable Arrangement Plan and Attendance Support Plan (or equivalent) and monitor student progress against objectives. Update plans if needed.	☐
	If student attendance declines or fails to improve whilst on a modified timetable, escalate the matter to the MACS Student Engagement Unit.	☐
FORMAL REVIEW	Complete formal review (roughly midpoint) by reviewing Modified Timetable Arrangement Plan and Attendance Support Plan (or equivalent).	☐
	Consult PSG members and relevant MACS SEU staff (if relevant).	☐

	ACTIONS	CHECK
	Decide whether to continue, adjust objectives, or increase attendance with additional supports.	☐
FINAL REVIEW	Complete final review (last week) by reviewing Modified Timetable Arrangement Plan and Attendance Support Plan (or equivalent).	☐
	Consult PSG members and SEU staff (if relevant).	☐
	Decide to increase attendance or transition to full time engagement.	☐
	When the arrangement has concluded, the Principal will send a follow-up email to the same regional office contacts and stakeholders previously notified, advising them that the Modified Timetable Arrangement has ended.	☐



Extension beyond 10 consecutive school weeks

Extension of a modified timetable beyond 10 consecutive school weeks is only permitted in extenuating circumstances. If a decision is made to continue with another Modified Timetable, a new Modified Timetable Agreement must be established, and the process recommences from the beginning, with the addition of the following actions:

	ACTIONS	CHECK
EXTENSION CONSIDERATIONS	PSG determines that the student is not yet ready to resume full-time attendance.	☐
	Principal to engage with the SEU.	☐
	Principal to seek approval from the designated SMSL.	☐
	Note: No modified timetable may continue beyond 10 consecutive school weeks without formal approval from the SMSL and General Manager (Region).	☐

