**return to school plan – primary and secondary students**

A Return to School Plan can be implemented to assist in the reintegration of a student after a prolonged absence.

This plan should be developed by meeting with the student and the parents/carers and any support workers.

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Student’s Name:** |  | **Year/Form:** |  | **Date of Meeting:** |  | |
| **The work that I have missed and need to complete:** |
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| **My timetable (including bell times and non-school periods):** |
|  |
| **School Term Dates and student free days:** |
| Term 1:  Term 2:  Term 3:  Term 4:  Student free days:  School will be closed to students on: |
| **Goals to improve my attendance so that I achieve a ­­ \_ \_ % attendance rate:** |
| **1.**  2.  3. |
| **People I will go to when I need help and where I can find them:** |
| **Person Location** |
|  |
| **If I cannot attend school for any reason, my parent/carer will phone the school on the first day of my absence on this number:**  **If the school does not receive a message explaining my absence, then my teacher will phone my parent/carer on this number/these numbers:** |
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| **If I am absent for any reason my parent/carer will phone the school on the first day of my absence on this number: \_ \_ \_ \_ \_ \_ \_ \_ . If the school does not receive a message then my teacher will phone my home to see what has happened on this number/these numbers: \_ \_ \_ \_ \_ \_ \_ \_ or \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ .** |