# Annex A

# Pregnancy, Maternity & Adoption Support Plan

This form aims to guide discussions with students during pregnancy and maternity. It should be completed and agreed with the student.

The form should be reviewed and updated with the student on a regular basis; in particular, at the key stage of 15 weeks before the student’s due date or if the student’s circumstances change. The form will also be reviewed and updated during the student’s maternity related absence.

|  |  |  |  |
| --- | --- | --- | --- |
| Contact details | | | |
| 1. **1** | **Student’s details** | | |
| Name |  | |
| Address |  | |
| Telephone |  | |
| Email address |  | |
| Student number |  | |
| 1. **2** | **Emergency contact’s details** | | |
| Relationship to student |  | |
| Telephone |  | |
| 1. **3** | **GP contact details** | | |
|  | | |
| 1. **4** | **Course details** | | |
| Course title |  | |
| Department |  | |
| Departmental contact (faculty registrar) |  | |
| Year of course |  | |
| 1. **5** | **Details of the student’s first point of contact within the HEI (welfare or IO welfare)** | | |
| Name |  | |
| Title |  | |
| Location |  | |
| Telephone |  | |
| Email |  | |
| Key dates (to be reviewed and added to over the course of pregnancy and maternity) | | | |
| 1. **6** | When is the student’s due date? | |  |
| 1. **7** | How many weeks pregnant was the student when she notified HEI of pregnancy ? (if less than 15 weeks before her due date) | |  |
| Communication with the student | | | |
| 1. **8** | What is the student’s preferred method of communication: | | |
| during pregnancy? | |  |
| during maternity-related absence(if applicable) ? | |  |
| on return to study? | |  |
| Informing other staff and students | | | |
| 1. **9** | Who is the student's main point of contact in the faculty, and when would she like them to be informed? | | |
| **Name and title** | | **Date** |
|  | |  |
|  | |  |
|  | |  |
| Health and safety assessment (attach copy to this form) | | | |
| 1. **10** | Has an assessment been conducted that covers (where relevant): | | |
| course placements or study abroad? | |  |
| field trips? | |  |
| Pregnancy-related absence | | | |
| 1. **11** | Will the dates or times of antenatal appointments affect the student’s attendance? | |  |
| 1. **12** | Has the student experienced any pregnancy-related illness that has affected her ability to undertake her course? | |  |
| 1. **13** | If yes to either of the above questions, has the Faculty been made aware, and arrangements made to enable the student to catch up? | |  |
| Assessments | | | |
| 1. **14** | Is the student unable to complete any assessments by their submission date, due to her pregnancy or maternity? | |  |
| 1. **15** | If so, provide details: | |  |
| 1. **16** | What alternative arrangements have been made for any outstanding or incomplete assessments? | |  |
| **Maternity-related absence** (students should provide information in writing at least 15 weeks before their due date). This should be completed and agreed with the faculty. | | | |
| 1. **17** | Has the student discussed this with her faculty?  And obtained a written agreement? | |  |
| 1. **18** | When does the student intend to start maternity-related absence? | |  |
| 1. **19** | When does the student intend to return from maternity-related absence? | |  |
| 1. **20** | Will the dates of maternity-related absence affect the student’s ability to complete any course module requirements? | |  |
| 1. **21** | If so, what arrangements have been made to enable the student to complete the module? | |  |
| 1. **22** | What information will the student require during maternity-related absence to keep up to date on course developments? For example, student to retain library access, lecture notes to be uploaded onto Moodle, plus any handouts, or a hard copy provided to the student. | |  |
| 1. **23** | Who will be responsible for providing the academic coursework materials to the student? | |  |
| Financial support | | | |
| 1. **24** | Has the student been to Students Union Advice Centre (SUAC)? | |  |
| Childcare | | | |
| 1. **25** | Has the student been informed about the university nursery and the application procedure? | |  |
| International students/those on placement abroad | | | |
| 1. **26** | Have international students or students on placement abroad been informed about: | | |
| possible airline restrictions? | |  |
| the need to check visa implications of returning home or extending their stay due to pregnancy and maternity? | |  |
| Students on placement | | | |
| 1. **27** | Has the placement provider been notified of the student’s pregnancy? | |  |
| 1. **28** | Has the placement provider conducted a health and safety assessment? | |  |
| 1. **29** | Will the student be able to complete her placement? | |  |
| 1. **30** | If not, what alternative arrangements will be made? | |  |
| Extenuating circumstances | | | |
| 1. **31** | Has the student been informed about the HEI’s extenuating circumstances policy in the event that their pregnancy or maternity affects examinations and assessments; and made aware of how to apply for extensions, deferrals, and sheltered exam conditions? | |  |
| Accommodation | | | |
| 1. **32** | If the student is in university accommodation, has the student received advice on alternative accommodation and terminating existing accommodation contracts? | |  |
| 1. **33** | Has the student contacted the university accommodation team, or the Futurelets agency? | |  |
| 1. **34** | Does the student intend to move to alternative accommodation? | |  |
| 1. **35** | At what point does the student want to move to alternative accommodation? | |  |
| Return to study | | | |
| 1. **36** | What support will be provided to the student on their return to study? (eg meetings with key staff, put in contact with other student parents, etc) | |  |
| Further information | | | |
| 1. **37** | Any other information or comments | |  |
| Signatures | | | |
| Plan to be reviewed on | |  | |
| **Agreed by staff member** | | | |
| Name | |  | |
| Title | |  | |
| Signature | |  | |
| Date | |  | |
| **Agreed by student** | | | |
| Name | |  | |
| Signature | |  | |
| Date | |  | |

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