

# Student Maternity Support Plan

This plan is intended to guide discussion and formulate an agreed plan for students during pregnancy, maternity, paternity or adoption. It should be completed and agreed by the Personal Tutor/Supervisor and/or School Maternity Contact with the student over a period of meetings and continued as a live document. A copy should be retained on the student's Central and Wellbeing file.

Not all sections may be applicable depending on circumstance.

The form should be reviewed:

- at key pre-agreed stages or
- at key points of the academic year or
- if circumstances should change.

Needs Review: Doctoral School / Student Support notification and support available

Contact information and key staff:			
Student name:			
School/ Department :		Category	UG / PGT / PGR
Programme Title:		Year of study	i.e. 1 of 3
Residency:	Home / EU / Overseas (If overseas confirm if Tier 4 Visa issued)		
Personal Tutor:		Aware?	Y/N
RH contact (if not personal tutor)			
Emergency contact details:			
Due date (or partner) / date of adoption:		Date of notification:	
Details of ante-natal appointments			
Date and time	Arrangements made to cover work / catch-up insert more rows as req.		

<b>Absence / Maternity leave arrangements and expected return dates</b>			
Start date of leave			
Return date			
<b>Examinations and Assessments*</b>			
<b>Note:</b>			
Course code:	Assessment details and dates	Adjustments agreed?	Details
*Information in this section may be shared with AQPO and DDS in order to support students with their assessment and examinations.			
<b>Health and Safety review – agreed adjustments summary.</b>			
Refer to separate risk assessments where necessary and <b>form 1</b> . Ensure this document is appended with the corresponding assessments.			
Responsible officer: <i>(name)</i>		Date/s reviewed and adjustments agreed where necessary and action owners.	

General departmental risk assessment	
Laboratory risk assessment review	
Fieldwork risk assessments	
Manual Handling risk assessment	
Lone working risk assessment (if not covered by above.)	
<b>Placements / Fieldwork / Study abroad</b>	
RHUL placement liaison contact – <i>if not student (i.e. placement coordinator)</i>	
Placement provider:	
Placement contact name and details:	
Documentation received	
Adjustments agreed	
Health Surveillance requirements	
<p>Details</p> <p><i>(include adjustments incl. if relevant deferment dates;; who is responsible for implementing adjustments; additional risk assessments.)</i></p>	
<b>Visa and permit related issues</b>	
International student returning home:	
Extension of stay in U.K.	
<b>Financial assistance and arrangements</b>	
<p>Scholarships / Funding bodies / Fees:</p> <p><i>(arrangements made and relevant dates)</i></p>	
Sources of support <i>(consider receipt of assistance or scholarship funding)</i>	
Benefits and student support entitlements	

[Childcare funding entitlements](#) and study impact

### Return to study

Return to study meeting schedule

Date and time	Arrangements made / with whom? / actions agreed / support required
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### Arrangements for nursing / childcare

Location of feeding/expressing facilities

Storage for milk/equipment and preparation facilities

Initial plans for childcare arrangements

### MEETING RECORD:

	Meeting details time/date including actions if necessary	Owner	Date completed or pending
Student Services			
Finance			
Accommodation provider			