

Consultation on new Policy for Supporting New Student Parents: Feedback and Response

The following represent the feedback/comments received from across the University on the draft Policy and Procedure documentation. Some initial responses have also been prepared.

1. Faculty of Engineering & Physical Sciences [now Faculty of Science & Engineering]

1.1 Mathematics

1.1.1 In the Policy document: Para 3.1: this applies to students who become pregnant during their studies and students who gave birth within the previous 26 weeks, but appears to not say anything about (for example) students who become pregnant between accepting an offer of study and the start of their programme.

***Response: This will need to be considered (there will probably be similarities here with other existing policies i.e. to what extent do policies for students extend to offer holders/prospective students). [For TLG]**

1.1.2 In the Procedure document: Para 2.6: We have a (very) small number of UGs and PGTs who undertake demonstrating duties in the School and so would be eligible for statutory maternity pay. There is no mention of statutory paid paternity (SPP) in para 2.10. This may be deliberate as the rules on SPP seem to require being paid above a certain amount (which student demonstrators may not reach) but I wanted to point this out if not. Ditto paid adoption leave.

Response: This will be clarified with HR and it may make sense to add a note here around this for any students with part time University employment. On reflection there will be many part time job employers not just UoM so a note has been added to Para 2.8 to highlight contacting the employer. [Done]

1.1.3 In the Procedure document: Para 2.6: uses the pronoun 'she' but it should perhaps use a non-gender specific pronoun ('they') as pregnancy and non-binary aren't mutually exclusive.

Response: Change "she" to "the student". [Done]

1.14 In the Procedure document: Para 2.7: this isn't really a comment on the Procedure, but from an AthenaSWAN point of view it looks awful that the University only has one building specifically identified as containing some rooms suitable for breast-feeding.

Response: Some work was being done by UMSU around potential facilities so it should be possible to augment this section over time so it will be made clear that what is quoted is just one example. [Done]

1.2 Computer Science

1.2.1 All seems obvious! But helpful to know there is a policy.

Response: Not required as this is a comment. [No action required]

1.2.2 Trying to reduce "Policy" documents is probably futile, but could it not just be "University policy is that maternity (et al.) is a valid mitigating circumstance and should be treated in the same way as long term illnesses and other absences for potentially extended periods (q.v.)"? That elucidates the only necessary specific 'policy' decision I can spot and it would save time by 'inheriting' the blurb from the some 'class' which is already written.

***Response: This is probably better for TLG/TLSO to answer (if it is felt a response is warranted) as I came into this after the decision that a policy was required was taken. [For TLG]**

1.2.3 Mostly this is common sense. I am a bit concerned about the 47 item Parent Support Form, however. Different parts can only be completed by consulting different people, and the form cannot be completed in one go. Perhaps what is really needed is a checklist for the student, which indicates who they should contact about different aspects. Most of these aspects will have existing procedures and processes. As an example, I note that this seems to be outside the mitigating circumstances process. I suggest that all the elements that fall within the normal remit of Mitigating Circumstances should be handled by Mit Circs processes.

Response: The form has been in use/existence for a number of years now so is not new. It is meant as a guide and not all sections will be relevant or relevant at the same time. The aim is that both the student and the School have a better idea of the student's needs and plans. The form is not designed to be used within Mitigating Circumstances processes. A comment can be added at the start of the form noting that not all questions/sections may be relevant. [Done]

1.2.4 In general I'm not sure why the documents only apply to taught students. Are PhD/MPhil students excluded?

Response: There is already a policy/procedures in place for PGR students ("Changes to PGR Study"). [No action required]

1.2.5 In the Procedure document: Para 2.11: I would be inclined to modify the sentence "If the student's partner is the primary adopter, upon formal adoption of the child, the student should be allowed time off from studies" as the formal adoption of the child is not defined in any university document and, in general, time will be needed from the moment first contacts with the child-to-be-adopted are happening and specially when the placement of the child is starting. Note that the placement of the child does not constitute the "formal adoption". Normally, it is recommended that a minimum of two weeks (closer to one month) are needed for the child to get initially settled in the new house. In addition, the text seems to not cover foster-to-adopt or concurrent planning. In these cases, the child is initially placed as a fostered child, although legally since April 2015 it is part of the adoption process. During the foster phase (up to six months normally, sometimes even 9-12 months), the student may have to facilitate the birth family official contact. The contact arrangements (how often, when and where) are not controlled by the student (judge & social workers determined) and, thus, the student may miss half a day for 3 to 5 days a week.

Response: A reference is made in paragraph 2.4 to "a student in the process of adopting is entitled to reasonable time off to attend pre-adoption appointments" but an additional note has been added to paragraph 2.11 about the placement potentially beginning before formal adoption. [Done]

*TLG will need to give consideration as to whether students who are formally fostering to adopt should also be covered by this. A student who is fostering (which could be short term or up until the child/young person is beyond age 18) would not currently have time out for child care issues or contact time (which would not usually be during school time) so unless it is planned to extend to fostering it may be best to keep the text as it is. A student who is fostering to adopt should be eligible for time off if they can show they are part of a formal/legal adoption process (including foster to adopt).

1.2.6 Students who have been matched for adoption should inform their Academic Advisor or Student Support Officer (or other relevant staff member, according to the programme or study) as soon as possible. If the student is the primary adopter, their period of absence and resumption of studies should be discussed, agreed and managed in line with the guidance under sections 2.6 and 2.7 above. If the student's partner is the primary adopter, upon formal adoption of the child, the student should be allowed time off from studies in line with the guidance under section 2.9 above".

Response: This seems to just be quoting the text already in the Procedure (paragraph 2.11). It might have been copied in by accident as the comment immediately followed 1.2.5 above. [No action required]

1.2.7 In the Procedure document: Para 2.1 - Suggestion: "Students undertaking programmes with potential high risks to the pregnant students and/or their child" rather than "pregnant student and/or her child".

Response: Agreed - to change the text. [Done]

1.2.8 In the Procedure document: Para 2.1 - Suggestion: "If appropriate, the student should be made aware of additional areas of advice or support, either within the University or externally, e.g. the student's GP/doctor, a midwife, Student Services Centre or the Student Support Adviser or the Students' Union Advice Service" rather than "the student should be referred to additional areas of advice or support". In my opinion, a member of staff cannot refer a student as that word can carry a medical meaning/advise in this context.

Response: Agreed - to change the text. [Done]

1.2.9 In the Procedure document: Para 2.2: Suggestion: "(including, for example, where the student may be exposed to hazardous substances or radiation, or is expected to lift heavy objects)" - It sounds patronising "is expected to lift heavy objects". In my opinion, only after students have been seen by a medical doctor and being provided with their specific guidelines, then it is possible to make a risk assessment. For example, some pregnancies require bed rest for the whole duration. In addition, see <http://www.hse.gov.uk/mothers/faqs.htm#q3> (link provided by the document). Based on the information included [here] it seems that the risk assessment for pregnant workers should have been done already by the University for their employees and thus it is not clear what extra will be needed/gained by doing the risk assessment for the students.

Response: We could replace "is expected to lift heavy objects" by "is involved with some form of manual handling" as "manual handling" is commonly used in HSE documentation. It was assumed that the student would have already at least initially seen their doctor by this time. Moreover, the risk assessment may need updating as the pregnancy progresses and medical advice changes. Having said that, it is correct that there is no HSE/legal obligation to carry out a risk assessment but the procedure does not require one to be undertaken. It is correct that the University (through the School Safety Adviser, or similar) should have carried out a general risk assessment of the University's workplace that covers this but this will not extend to any placement, industrial experience, fieldwork or study abroad which is linked to the programme hence the requirement for such students (which will probably be in the minority of cases). [Done]

1.2.10 In my opinion, the new student parent support form is a bit overwhelming (too many questions) and completely biased for a pregnancy; little use for adoption, or for pregnancy where the partners are both female and the student will be mother requiring maternity leave but will not give birth.

*Response: The form has been in use/existence for a number of years now so is not new. It is meant as a guide and not all sections will be relevant or relevant at the same time. The aim is that both the student and the School have a better idea of the student's needs and plans. Maybe it could be helpful to add a comment at the start of the form noting that not all questions/sections may be relevant. It is fair to say that the form is designed for a pregnant student and not, for example, a student going on adoption leave. If it is felt that a form is also required for other situations then we can look to produce one/adapt the original (now or as/when required in the future). [For TLG in terms of additional form(s)].

1.2.11 In the form: The following text is not clear: "The greatest risk to an unborn child is during the first 13 weeks of pregnancy and so health and safety risk assessments should be prioritised and carried out as soon as a student notifies the University of her pregnancy". There is no information about why the greatest risk is during that period and, in fact, it is not clear why this should be in a document of the university when such statement could open up to litigation based on wrong advice. In addition, it is not clear who is responsible for prioritising and who is responsible for carrying out the health and safety risk assessment. I cannot find where I would find information to explain/answer some questions; e.g "Baby feeding Q30 Has the student been informed about the facilities available?" 5.4 - Pregnant students' and new mothers'

health and safety should be paramount at all times." I think this point is a bit redundant, but if the University wants to make it, then I think "The new child's health and safety as well as Pregnant students' ..." could be better.

Response: That is a good point about the 13 weeks statement. Moreover, we have discussed in 1.2.10 that an individual risk assessment may not be necessary. We could change the sentence on the form from "The greatest risk to an unborn child is during the first 13 weeks of pregnancy and so health and safety risk assessments should be prioritised and carried out as soon as a student notifies the University of her pregnancy." to "The School should determine if a health and safety risk assessment is required as soon as a student notifies the University of her pregnancy. Additional consideration may be required if the student advises of any changes (e.g. change of medical advice from the doctor)." [Done]

1.3 CEAS [From Chair of CEAS Athena SWAN committee with input from 3 PGRs (2 of them parents)]

1.3.1 It's good that we're developing this policy. The support form is thorough & gives structure to the academic advisor/tutor supporting the student.

Response: Not required as this is a comment. [No action required]

1.3.2 In the Procedure document: Para 2.1: It's good to emphasise that it's in a pregnant student's interests (& the unborn child's) to tell the University as early as possible about the pregnancy. It would be good to provide clear information about the policy & about what support the University can provide (e.g. include a short section in pre-arrival guides). It's suggested the student be invited to give consent for the University to contact a nominated person (parent, spouse, friend), so that the support officer has someone to connect with if they are having problems contacting the student (& then the student doesn't need to check their emails when they are not able to). The support officer should inform expectant mothers that nursery & childcare places are in high demand (9 to 12 months waiting time) & not all nurseries take very young babies, so they should plan their childcare arrangements as early as possible.

Response: Much of that information should already be available albeit not necessarily easy to find on the University's website. Such information can be reviewed/updated once the policy and procedure have been agreed. There is an interesting point about requesting consent to contact a nominated person. The form does request an "emergency contact". It could be that it is discussed how that contact can/should be used with the student. [No action required]

1.3.3 In the Procedure document: Para 2.2: International Students could be very significantly impacted by pregnancy. While the "Procedure" document does note that students should contact the Student Immigration Team, this section generally doesn't sound very supportive. It would be appropriate to include a statement indicating that the University will endeavour to support the student in progression & completion of their studies, in spite of visa restrictions that are beyond the University's control. It would be good if the University tried to negotiate with UKVI about these unfair & restrictive regulations & gave a message that it's doing so.

Response: It would be good if we could be/appear to be more supportive although much of this is not in our hands. [No action required]

1.3.4 In the Procedure document: Para 2.5: The section on unplanned & unexpected events refers students to the policy on mitigating circumstances & notes the University will deal 'sensitively' with the situation. It would be appropriate for the support officer to develop contingency plans in case of serious illness or other birth-related complications. (2.6 mentions that students could request an extension).

Response: Yes, that would be good but I am not sure that needs to be stated explicitly in the Procedure. [No action required]

1.3.5 In the Procedure document: Para 2.6: It's clear that the minimum period of leave is 2 weeks, but perhaps the message that 2 weeks is very short could be clearly conveyed. It would be unusual for a new mother to be fit for work or study so soon after birth!

Response: It is likely that most students would wish to take more than 2 weeks off. We could change the text from "this is essentially the compulsory period of time but more than two weeks can be requested by the student" to "this is essentially the compulsory period of time but more than two weeks would normally be requested by the student". [Done]

1.3.6 In the Procedure document: Para 2.6: The discussion of how maternity-related absence (and Procedure 2.7 returning to study) could be more specific & more positive about the options open to students for study arrangements, especially about interrupting PGR studies. In addition, some discussion about how special assessment arrangements could be made would be appropriate, e.g. relating to examinations.

Response: I think the range of options/flexibility (for UG/PGT students) may depend from School to School/subject to subject so it may be better to keep the text reasonably open as currently. [No action required]

1.3.7 In the Procedure document: Para 2.6: The expectation that the School would send a student reading lists & transcripts seems rather a burden on the School, especially given the ready availability of video-captured lectures.

Response: Agreed that the phraseology here should change and a note made of lecture capture/Blackboard materials - although alternative provision may be required if, for example, lecture capture is not available. [Done]

1.3.8 In the Procedure document: Para 2.7: This section could provide more encouragement for students to take more than 2 weeks off, and could indicate the ways that the University can support new mothers to study from home or explore options to do so.

Response: Similar to 1.3.5 (above), a change could be made to the sentence "Students are not permitted to return to study during the first two weeks from the date of childbirth." by adding "although students will normally have requested more than a two week absence". [Done]

1.3.9 In the Procedure document: Para 2.7: It's astounding that there is a single venue for breast-feeding on a vast campus. Surely another space could be made available, particularly further north on the campus? It would also be appropriate to offer space for expectant mothers to rest or relax.

Response: There are other facilities and some work was being done by UMSU around identifying them so it should be possible to augment this section or just make it clear that what is quoted is just one example. [Done]

1.3.10 In the Procedure document: Para 2.7: Peer support network(s) available to student parents should be highlighted & students encouraged to get in contact with them before the birth to facilitate good contact on return to work.

Response: Agreed – information about the UMSU support (for students with parenting or caring responsibilities - see <http://manchesterstudentsunion.com/studentparents>) can be added to the Useful Contacts section of the Form. [Done]

***This could, potentially, also be included in the Procedure as an appendix. [For TLG]**

1.3.11 In the Procedure document: Para 2.8: UK students should be advised to contact the citizen's advice service about benefits & financial help available. Currently only UG students are eligible for financial help with childcare. If discounted nursery places are available, e.g. for international students & PG students, this information should be available to students too.

Response: This information can be promoted more. [No action required – in terms of policy/procedure]

1.3.12 Support form 18 – 27: The 15-week-before-birth timeframe for providing details about maternity absence seems restrictive & doesn't indicate how changes in plans (e.g. premature birth) are accommodated.

Response: We could change "students should provide information in writing at least 15 weeks before their due date" to "students should normally provide initial information in writing at least 15 weeks before their due date although this may need updating after that time". [Done]

2. Faculty of Humanities

2.1 The title of both the Policy and Procedures should be changed to "for Supporting Student New Parents".

*Response: For TLG to decide upon. [For TLG]

2.2 It would be helpful if the Procedures document be separated into:

- Procedures for pregnant students
- Procedures for paternity/partners/spouses/secondary carers

*Response: For TLG to decide upon. [I think it is okay as it is (but I am biased as co-author). Whilst I can see that there are some differences it seems to work fine together]. [For TLG]

2.3 In the Procedure document: Para 2.2: The section in §2.2 on "Students on Professional Programmes" seems perhaps a little vague. Should there be more on how to co-ordinate things with workplaces, where students need to conduct placements of different kinds? The procedure seems clear about things like exposure to risks where the pregnant student is on campus, but perhaps we need to be clearer about how this will be policed when they are off-campus.

Response: It is hard to be too prescriptive here as there will be a range of placements/workplaces. This should be picked up within the risk assessment (either by the University needing one – since it would not be covered by the on campus generic risk assessment – or by the placement provider having one). [No action required]

2.4 In the Procedure document: Para 2.2: In relation to the above, some guidance on fieldwork might also be helpful. Schools provide a number of overseas fieldwork trips to students and for some trips the physical demands may be too much for a student in the latter stages of pregnancy. In the past, some Schools have referred students to Occupational Health Services for a 'Fitness to Travel' assessment and have given students alternative assessment if they have been unable to attend fieldwork due to pregnancy.

Response: Again, it is hard to be too prescriptive here as there will be a range of fieldwork venues (in the UK and outside). This should be picked up within the risk assessment (either by the University needing one – since it would not be covered by the on campus generic risk assessment – unless it is already covered in the fieldwork risk assessment). As part of that, it would seem sensible to consider if "Fitness to Travel" needs to be considered and if some form of alternative assessment is a way to respond to that. [No action required]

2.5 In the Procedure document: Para 2.4 (Time off for Medical or Other Appointments): Information in this section is specific to students who are pregnant or in the process of adopting; cross referencing to the information in section 2.10 for partners to attend antenatal appointments would be useful.

Response: Agreed/reference to be added. [Done]

2.6 In the Procedure document: Para 2.7 (Resuming Studies): At the end of §2.7 the paragraph about breastfeeding implies that the rooms in the Jean McFarlane Building are the only places on campus where breastfeeding is acceptable. Clarity is sought as to whether there are other rooms available and what the law is in relation to public feeding.

Response: Some work was being done by UMSU around potential facilities so it should be possible to augment this section or just make it clear that what is quoted is just one example. [Done]

2.7 In the Procedure document: Para 2.11 (Adoption): The last sentence states '*If the student's partner is the primary adopter, upon formal adoption of the child, the student should be allowed time off from studies in line with the guidance under section 2.9 above*' this should be changed to '2.10 above'.

Response: Agreed - this needs to be changed. [Done]

2.8 In the Procedure document: Para 3.2 (Supporting documents and sources of support): §3.2 states that advice and support is available from UMSU and the Student Support Adviser. It would also be useful to mention here that School Support Managers / Welfare Officers can also advise students.

Response: Agreed - this can be added (although different Schools use different terminology). [Done]

2.9 General comment on Procedures (Information for students): It would be helpful if information is provided on what students need to do, for inclusion in student handbooks.

Response: There is some work ongoing within TLSO in terms of sample text for handbooks (as part of the CMA/Competition and Markets Authority work). This could include this Policy/Procedure once approved. [No action required – in terms of policy/procedure]

2.10 In the Form Section 2.3: It was suggested that if the "Student New Parent Support Form" is for pregnant students it should be renamed "Pregnancy Support Form" to avoid any confusion.

***Response: Originally the Form was given the same name as the Policy but, as noted in 1.2.10, it is centred on Pregnancy so a different title may be sensible. [For TLG]**

2.11 Form: It would be helpful if the form included the URL to the Supporting Students (Student parents) webpages and / or had the relevant links embedded within the different sections of the form.

Response: A number of additional URL (and updated contacts) have been added. [Done]

2.12 Form: It was queried whether a 47 question, 8 page form is really required, and whether this is overly bureaucratic, can it be trimmed down? Clarity is sought as to whether it is a requirement that the form is used, or whether it can just be used as a guide to discussion?

Response: It is a guide and is not expected that all sections will be relevant or necessarily completed at the same time. [No action required]

2.13 Form: More information is needed under section 2, the 'Emergency Contact's Details' e.g. name.

Response: Agreed - need to add this in. [Done]

2.14 Form: Some of the Useful Contacts on p7 of the document are out of date (Kerry Mycock, Gerry Bell are no longer in these roles) so it would be useful to have up-to-date details for relevant staff.

Response: The contacts section of the form has been updated (in this and a number of other cases). [Done]

2.15 Form: Clarity is also needed with regards to who should conduct the meetings with students to complete the forms, ensure follow-up etc. (Schools to specify). There is also a reporting requirement mentioned on p6 of the form so someone in the School will have to hold accurate data on student parents to be able to report (process needed) and also guidance on when this should be done i.e. info collated once a year or reported after each individual initial meeting.

Response: There are a variety of different roles/structures across Schools at present. All Schools do have one or more staff in their Professional Support Services with responsibility for student support/welfare and it would be expected that that person/team would co-ordinate matters (e.g. reporting). The School should determine who the most appropriate person to complete the form with the student should be. [No action required]

3. Faculty of Life Sciences [now mostly within the Faculty of Biology, Medicine and Health]

3.1 The Policy only mentions 'new' student parents and does not seem to be concerned with students who are already parents when they arrive. This Policy should apply to all students who are parents and no students with children should be discriminated against.

*Response: This is a fair point about the "students already with children" perspective. The original brief was only around "new" student parents but (noting comments from others), consideration should be given to broadening it. It may be that the Policy retains its current focus for now but work is initiated now to augment/develop it further. [For TLG]

3.2 A discussion took place around the minimum time a student can be off after having a child. It was felt that the idea of two weeks, although quite short, is the amount of time that can be made up should a student not wish to interrupt. Missing two weeks may be manageable, but anything longer would mean that the student would need to consider taking some time away from University. It was felt that the Policy has the educational interests of the student at heart and that the two weeks is a suggestion for students who are not planning on interrupting their studies.

Response: Not required as this is a comment. [No action required]

3.3 The maternity/paternity leave wording does not seem to match up. It was discussed and it was felt that it is appropriate, given that in some situations the partner takes more of a parenting role whilst the mother continues with work/education.

Response: Not required as this is a comment. [No action required]

3.4 Overall, it was felt that the policy is appropriate.

Response: Not required as this is a comment. [No action required]

4. Faculty of Medical & Human Sciences [now Faculty of Biology, Medicine and Health]

4.1 School of Dentistry: Discussed at Undergraduate Programme Committee on 15 June 2016. As far as we are aware we are fully compliant.

Response: Not required as this is a comment. [No action required]

4.2 Manchester Medical School: Agree with the policy proposal.

Response: Not required as this is a comment. [No action required]

4.3 Manchester Pharmacy School (MPS): MPS are fully supportive of students during pregnancy and maternity. MPS have conducted health a safety review of practical classes with respect to pregnancy and exposure to hazardous substances.

Response: Not required as this is a comment. [No action required]

4.4 School of Nursing, Midwifery & Social Work (SNMSW)

4.4.1 There were many really useful things included in the new parent support form that we could borrow from, but the actual form itself was very long and might feel quite intimidating to go through.

Response: The form has been in existence (and, technically, use) for a number of years. A number of people have commented on its length (including some positively in terms of it being comprehensive). Maybe it could be helpful to add a comment at the start of the form noting that not all questions/sections may be relevant. [Done]

4.4.2 [From someone who is a pregnant woman] I am not sure I could/would want to answer some of these questions about plans early on in a pregnancy and would feel a bit pressured talking about plans for maternity leave, childcare and feeding choices very early on.

Response: Whilst we could produce different versions of the form for different stages, (similar to above) it could be helpful to add a comment at the start of the form noting that not all questions/sections may be relevant depending on timing and it may be helpful to return to the form as the pregnancy progresses. [Done]

4.4.3 Many of these themes are also duplicated in paperwork about interruption if the student does choose to take a formal break from the programme so my gut would be that it would be better if we could be inspired by the form whilst not necessarily having to use the full version.

Response: Hopefully the previous responses cover this now. [No action required]

4.4.4 We wondered whether the people completing this form with a student would have the resources to answer some of these questions?

Response: We can look to produce some support resources for those completing the form although we might expect that the person completing the form would have some experience (e.g. Student Support Officer or Programme Director) - but support resources would be helpful in any case. [No action required in terms of policy/procedure]

4.4.5 For our programmes in SNMSW a lot of health and safety related issues would be managed by OH and the practice area.

Response: Not required as this is a comment. [No action required]

4.4.6 AAs are unlikely to be aware of things such as rest break and feeding areas. If this is generic information, would it not be better to have this pre-populated in the form rather than having separate people look up this information each time.

Response: This probably needs to be dealt with locally (e.g. the closest feeding areas for one student may differ to that of another). It could be helpful for the School to prepopulate a version of the form in some cases. There is an interesting point here as to whether the completion of the form would normally be carried out by the student's Academic Adviser (who might only complete a form once in a long while) or by a member(s) of staff holding a specific position in the School (e.g. Student Support Officer or Programme Director). [No action required]

4.4.7 We have tried to look up this information quickly and cannot locate it, so perhaps a resource package on the internet would be useful for staff and students.

Response: As this is still draft policy/procedures, it is on the internet as yet but will be, in a number of locations, once approved. [No action required – in terms of policy/procedure]

4.5 School of Psychological Sciences: Fine and straightforward. BSc Psychology always very supportive of students in this situation. Audiology and SLT - compliant

Response: Not required as this is a comment. [No action required]

5. University of Manchester Students' Union (UMSU)

5.1 It has generally come to our attention that this policy excludes students who already have children and student parents with older children. I think it could be of value to consider these students in the future as at the moment they aren't specifically considered by any policy that could support their student experience. It could also be of value to consider a policy for student carers, as these students have a unique range of needs that come from supporting adults with caring needs or children with disabilities.

*Response: This is a fair point about the "students already with children" or student carers perspective. The original brief was only around "new" student parents but (noting comments from others), consideration should be given to broadening it. It may be that the Policy retains its current focus for now but work is initiated now to augment/develop it further. [For TLG]

6. Student Immigration Team (Division of Student Admissions & Administration, Directorate for the Student Experience)

6.1 I think this is quite clear. The paragraph directing staff and students to our service is in a timely place and allows us to inform the student of the UKVI requirements and reporting obligations before any of the other points are to be considered. This will mean that the student can make an informed decision when agreeing a suitable length of maternity leave.

Response: Not required as this is a comment. [No action required]

6.2 The only point that I wanted to raise was regarding the useful contacts section of the 'New Student Parent Support Form' which states that a student can contact the International Advice Team. I just wanted to make you aware that IAT no longer exists as they are now a part of the Student Immigration Team so this section should now only refer to the Student Immigration Team.

Response: The contacts section of the form has been updated (in this and a number of other cases). [Done]

7. Manchester Student Homes (Division of Residential Services, Directorate for the Student Experience)

7.1 Not sure if you would want to mention support and guidance around private sector accommodation – contracts, withdrawal, suitability etc. from MSH...?

Response: Yes, that would be good. New wording proposed to be added as a second paragraph to 2.9 of the Procedure "Support is available to students to help them find suitable privately rented housing. Some private accommodation will be unsuitable for children, or may, in some circumstances, be difficult for women in the later stages of pregnancy to access. Students can seek advice on options for family accommodation via the Manchester Student Homes service. Where a student is in private accommodation, the University may be able to provide support and advice on terminating the contract through the Manchester Student Homes Service." [Done]

Compiled by Ian Bradley, Division of Student Life, January 2017 and updated March 2017