

New Student Parent Support Form

This form should be used as a guide to discussion when making arrangements and adjustments during a student's pregnancy and/or maternity. Please bear in mind that the student will not be able to confirm all details at the initial meeting and so information should be reviewed and completed as appropriate at key stages in the pregnancy (e.g. 16 weeks pregnant, 24 weeks pregnant, prior to return to study) or at key points in the academic year (e.g. prior to examinations and field trips). Not all questions/sections may be relevant to all students in any case.

The School should determine if a health and safety risk assessment is required as soon as a student notifies the University of their pregnancy. Additional consideration may be required if the student advises of any changes (e.g. change of medical advice from the doctor). 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.

Students should be provided with a copy of the form and any agreements made.

Contact Details		
1	Student's Details	
	Name	
	Address	
	Telephone	
	Email	
	Student Number	
2	Emergency Contact's Details	
	<u>Name</u>	
	Relationship to student	
	Telephone	
3	Programme Details	
	Programme Title	
	School	
	Year of Programme	
4	School Contact	
	Name	
	<u>Job Title</u>	
	Location	
	Telephone	
	Email	
Key Dates (to be reviewed and added to over the course of pregnancy and maternity)		
5	Student's due date	
6	How many weeks pregnant was the student when she notified the University of her pregnancy?	
Communication with the student		
7	What is the student's preferred method of communication:	

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	-during pregnancy?	
	-during maternity-related absence?	
	-on return to study?	
Informing other staff and students		
8	Who will need to be informed of the student's pregnancy and when would the student like them to be informed? (Consider anticipatory risk assessments and emergencies).	
	Name and title	Date
Health and Safety assessment (attach a copy to this form)		
9	Has an assessment been conducted that covers (where relevant):	
	-the student's course?	
	-examinations or other assessments?	
	-Field trips?	
	-Placements or study abroad?	
	-Return from maternity-related absence?	
	-Breastfeeding?	
10	-Safety of baby if attending seminars and lectures with parent?	
	-Where changes are required to alleviate or minimise risks, who is responsible for ensuring they are implemented?	
Rest facilities		
11	Has the student been informed of rest facilities on campus for use by pregnant students?	
Pregnancy-related absence		
12	Will the dates or times of antenatal appointments affect the student's study?	
13	Have you discussed any pregnancy related illness that has affected the student's ability to undertake their course?	
14	If yes to either of the above questions, what arrangements have been made to enable the student to catch up?	

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Assessments		
15	Is the student unable to complete any assessments or exams due to her pregnancy or maternity?	
16	If so, provide details:	
17	What alternative arrangements have been made for any outstanding or incomplete assessments?	
Maternity-related absence (students should <u>normally</u> provide information in writing at least 15 weeks before their due date <u>although this may need updating after that time</u>):		
18	How much maternity-related absence does the student intend to take?	
19	When does the student intend to start maternity-related absence?	
20	When does the student intend to return from maternity-related absence?	
21	Will the dates of maternity-related absence affect the student's ability to complete any course unit requirements?	
22	If so, what arrangements have been made to enable the student to complete the unit?	
23	What information will the student require during maternity-related absence to keep up to date in course developments?	
24	Who will be responsible for providing the information to the student?	
Financial Support		
25	Has the student been informed about sources of financial support or been referred to an external organisation that can do so?	
26	Is the (UK) student aware of how any benefits they receive will affect their student financial support	

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	entitlements and vice versa (i.e. student loan or tuition fees)?	
27	Specify any follow up required:	
Baby feeding		
28	Does the student intend to feed their baby on campus on their return to study?	
29	Does the student intend to breastfeed? If so, see health and safety section above.	
30	Has the student been informed about the facilities available?	
Child care		
31	Has the student been informed about University nurseries and local childcare provision?	
32	Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?	
International students/those on placement abroad		
33	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		
34	Has the placement provider been notified of the student's pregnancy?	
35	Has the placement provider conducted a health and safety assessment?	
36	Is the placement provider aware of the University's policy on supporting students during pregnancy and maternity?	
37	Will the student be able to	

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	complete her placement?	
38	If not, what alternative arrangements will be made?	
39	Who is responsible for liaising with the placement provider?	
Mitigating Circumstances		
40	Has the student been informed about the University's Policy on Mitigating Circumstances policy in the event that their pregnancy or maternity affects exams or assessments?	
Accommodation		
41	Does the student intend to move to alternative accommodation?	
42	Has the student received advice on alternative accommodation and terminating existing accommodation contracts?	
43	At what point does the student want to move to alternative accommodation?	
44	Will the student require University accommodation?	
Return to Study		
45	What support will be provided to the student on their return to study? (e.g. meetings with key staff, put in contact with other student parents etc). In certain situations, a risk assessment may be required and consideration given to possible arrangements in the event of childcare arrangements temporarily breaking down.	
46	Has a 'return to study plan' been put in place?	

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Further Information	
47	Any other information or comments:
Signatures	
Plan to be reviewed on:	
Agreed by staff member	
Name	
Title	
Signature	
Date	
Agreed by student	
Name	
Title	
Signature	
Date	
Plan to be reviewed on:	
Agreed by staff member	
Name	
Title	
Signature	
Date	
Agreed by student	
Name	
Title	
Signature	
Date	
Note: Staff member should give notification of the numbers of expectant students they support to the Student Support Adviser (email: studentsupportadviser@manchester.ac.uk), in order for the University to collate a list of the numbers of students with caring responsibilities.	
Details passed to SSA	Yes/No
Signature of staff member	
Date	

Useful Contacts

University Contacts:

Student Support & Advice Team:

- Student Support Adviser: 0161 306 6991, studentsupportadviser@manchester.ac.uk
<http://www.studentsupport.manchester.ac.uk/>

Occupational Health for Students:

- Waterloo Place location: 0161 275 2858, waterloocchealth@manchester.ac.uk
<http://www.occhealth.manchester.ac.uk/>
- The Mill location: 0161 306 5806, millocchealth@manchester.ac.uk
<http://www.occhealth.manchester.ac.uk/>

International Student Advice:

- Student Immigration Team: visa@manchester.ac.uk
<http://www.studentsupport.manchester.ac.uk/immigration-and-visas/>

Accommodation Office:

- 0161 275 2888, accommodation@manchester.ac.uk,
<http://www.accommodation.manchester.ac.uk/>

Manchester Student Homes:

- 0161 275 7680, manchesterstudenthomes@manchester.ac.uk,
<http://www.manchesterstudenthomes.com/>

International Programmes Office:

- Stephanie Nixon (Inbound Team Leader): stephanie.nixon@manchester.ac.uk (for Study Abroad/Exchange students joining The University of Manchester for a semester/year)
<http://www.goabroad.manchester.ac.uk/inbound-study-abroad/>
- Melanie O'Brien (Outbound Team Leader): melanie.obrien@manchester.ac.uk (for Manchester students participating in an overseas placement)
<http://www.goabroad.manchester.ac.uk/>

Students' Union:

- Women's Officer: 0161 275 2939, womens@umsu.manchester.ac.uk
- Off-Campus Student Project Coordinator: 0161 275 2940, miriam.amies@manchester.ac.uk
- Advice Service: 0161 275 2952, advice.su@manchester.ac.uk
<http://manchesterstudentsunion.com/>

- [Information for parents and carers: manchesterstudentsunion.com/studentparents](http://www.manchesterstudentsunion.com/studentparents)

Mitigating Circumstances Policy:

- <http://documents.manchester.ac.uk/display.aspx?DocID=4271>

Supporting Students (student parents):

- <http://www.studentsupport.manchester.ac.uk/who-can-i-talk-to/student-carers-and-parents>
- www.manchesterstudentsunion.com/studentparents

External Contacts:

Manchester Advice (benefits, tax credit advice):

- <http://www.manchester.gov.uk/benefits>

Citizen's Advice Bureau:

- <http://www.citizensadvice.org.uk/>

Directgov

- <https://www.gov.uk/student-finance/extra-help>
- <https://www.gov.uk/browse/childcare-parenting/pregnancy-birth>

Family and Childcare Trust:

- <http://www.familyandchildcaretrust.org/>

Family Planning Association:

- <http://www.fpa.org.uk/>