Mount Pritchard Public School

LEARNING SUPPORT

POLICY

Revised 2016
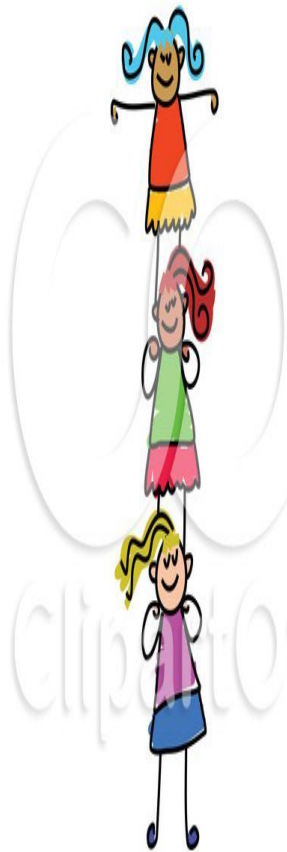
LEARNING SUPPORT

Aim

Learning Support aims to provide a whole school collaborative approach to support classroom teachers and ensure quality educational outcomes for all students.

Role of the Learning Support Team

The Learning Support Team will provide support to teachers to:

- ❖ identify and assess students with additional learning needs,
- ❖ collaboratively devise, select and adapt appropriate programs,
- ❖ assist teachers to implement and evaluate programs and monitor student progress,
- ❖ access appropriate Regional Support –
    - o Funding Support
    - o Learning Assistance Program
    - o Itinerant Support
    - o USSF
    - o Consultants
- ❖ access and liaise with outside agencies and
- ❖ provide appropriate support for students transitioning to school, such as;
    - o Early Stage 1
    - o new students
    - o Refugees
    - o NAP
    - o Years 6 to 7
    - o new grade.
    - o School readiness program

The Learning Support Team will:

- ❖ build teachers' capacity to make accommodations and adjustments to support students,
- ❖ prioritise need and implement flexible co-ordinated resourcing of support and
- ❖ facilitate ongoing communication with key stakeholders.

Role of the Learning Support Team Co-ordinator

The Learning Support Team Co-ordinator will:

- ❖ co-ordinate and conduct meetings – ensuring all appropriate team members are notified,

- ❖ ensure files, minutes and review notes from meetings are maintained electronically,
- ❖ maintain support funding and accountability process and
- ❖ co-ordinate access request.

Role of the teacher

The teachers will:

- ❖ be familiar with and follow the Learning Support Process.

Role of the parent

The parents will:

- ❖ have opportunities to be actively engaged in the learning process
- ❖ be clearly and regularly informed of programs and strategies being employed,
- ❖ be clearly informed of their child's progress and
- ❖ be provided with guidance to help their child at home.

Composition of the Learning Support Team

Core Membership:

- ❖ Learning Support Team Co-ordinator
- ❖ School Counsellor
- ❖ English as a Second Language Teacher Representative
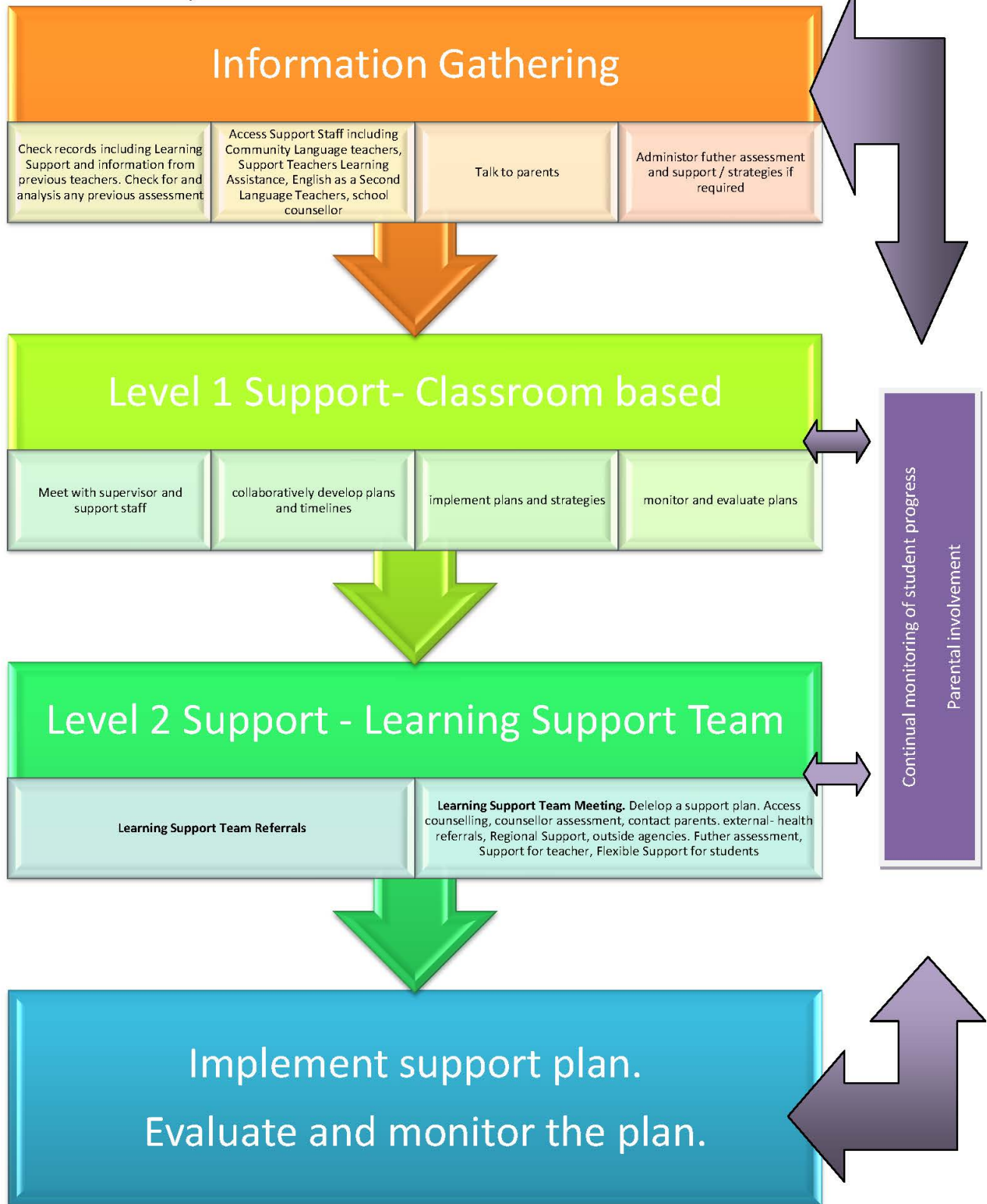- ❖ Support Teacher Learning Assistance Representative

Flexible Membership:

- ❖ Class teacher
- ❖ Executive
- ❖ School Learning Support Officer (SLSO)
- ❖ Community Language Teacher
- ❖ Other School Support eg, STLA, ESL, RFF etc
- ❖ Regional Support
- ❖ Outside Agencies

** The Flexible Members will be required to attend meetings depending on the background and needs of individual students being discussed.

Learning Support Flow Chart

Teacher's identify students with additional needs:-

Information Gathering

| Check records including Learning Support and information from previous teachers. Check for and analysis any previous assessment | Access Support Staff including Community Language teachers, Support Teachers Learning Assistance, English as a Second Language Teachers, school counsellor | Talk to parents | Administor futher assessment and support / strategies if required |

Level 1 Support- Classroom based

| Meet with supervisor and support staff | collaboratively develop plans and timelines | implement plans and strategies | monitor and evaluate plans |

Level 2 Support - Learning Support Team

| Learning Support Team Referrals | Learning Support Team Meeting. Delelop a support plan. Access counselling, counsellor assessment, contact parents. external- health referrals, Regional Support, outside agencies. Futher assessment, Support for teacher, Flexible Support for students |

Continual monitoring of student progress

Parental involvement

Implement support plan.
Evaluate and monitor the plan.

Steps in making a referral using Sentral

1. Log on to Sentral
2. Click on **Wellbeing**
3. Select **Referrals** from side bar
4. Click on button **Add Referrals**
5. **Search student name-** type in part of name a list will come up **click on name to select**
6. **Referred by –** type in your name
7. **Select referral type –drop down menu and select ALL then –**tick areas of concern by clicking in the box
8. Select **reason for referral-** select from dropdown menu areas needed other and write in if needed
9. **Completed information requested in boxes**
10. Select type of plan **if known– student referral**
11. **Mark as further action required**
12. **Save**

Uploading the referral to the Learning Support Team.

1. Complete referral to learning support team as a word document from the **2016 Referrals folder in the teacher folder** by selecting the **template and save as student full name and class 2016. (Please type in correct year)**
2. You can upload the referral into the Sentral referral by going to action required and clicking on the student name a document screen will come up
3. Go to browse and select file from the folder **2016 Referrals**
4. Click on the upload file and then browse to find your saved referral
5. Click upload