

Student Support Policy

Background

At Huntingdale Primary School we recognise that students have a diverse range of abilities and learn in different ways and at different rates. The school endeavours to provide an individualised learning program for all students to cater for their needs. This includes providing a range of Student Support services to provide remediation or extension for students who need it.

Huntingdale Primary School is committed to providing a rich and balanced learning program for students who have a disability, whether they are funded or not through the Program for Students with a Disability Program (PSD). The school will implement and follow guidelines set by the Department of Education and Training (DET). The school is also committed to the principles in the Child Safe Standards, ensuring the wellbeing of all children and young people, regardless of their age, culture, beliefs, socio-economic circumstances, disability, family living situation, child rearing practices or educational level.

Purpose

To:

- Provide a range of student support services that are delivered in a fair and balance manner.
- Ensure that every child's learning needs a catered for.
- Ensure that the school follows the policies, procedures and guidelines set by DET in regard to the PSD Program and support services.
- Ensure the school complies with the Child Safe Standards.
- Use school resources effectively when supporting student needs.
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

Implementation

- The Principal has the overall responsibility of implementing this policy but may delegate certain roles to suitably qualified staff.
- The Assistant Principal will coordinate the student support services in the school including liaising with the DET Key Contact when managing this.
- The school has developed a flow chart for accessing Student Support Services. See Appendix 1.
- If a student receives any sort of support service this will be entered onto Grade Xpert.
- A locked filing cabinet with confidential information on student assessments is kept in the Assistant Principal's office. Only qualified staff can access this information such as the Principal, Assistant Principal and SSS staff.
- Classroom Teachers will be provided with information on assessments including relevant background information and key recommendations so they can provide a suitable program for students.



Individual Education Plans (IEP's)

- Individual Education Plans (IEP's) may be developed for students who are achieving one year above the expected level or below the expected level (6 months behind). These will include school and home activities to support the student's learning. They will be discussed with parents and a copy sent home
- DET policy states that IEP's must be developed each term for students on the PSD Program and who are from a Koorie background.
- IEP's must be created using the template on Grade Xpert.
- Teachers must undertake IEP Meetings with parents each term.
- The teacher, parent, student (if appropriate) and Principal must sign the IEP.
- A flow chart has been developed at the school level on the IEP process. See Appendix 2.

Student Support Groups, Extension and Enrichment Programs

- The school will endeavour to provide a range of student support services for students needing remediation and extension.
- The provision of these programs depends on student needs, timetabling, staff availability, resources and room availability.
- The school will ensure appropriate training is provided to staff providing these programs.
- Parents will be informed by the classroom teacher if their child is selected for a program and explain the reasoning behind their selection. A follow up letter from the student support teacher will confirm the child's place in the program.
- Students will be selected from programs using a variety of sources, for example, Victorian Curriculum achievement data, teacher recommendations, advice from SSS's or outside agencies. Appendix 3 details selection criteria for particular extension/enrichment programs.
- The type of programs offered could include, but is not limited to:
 - English as an Additional Language
 - Literacy Support
 - Mathematics Consolidation
 - Mathematics Extension
 - Science Extension (including the John Monash Little Scientists Program- when available)
 - Lego Therapy
 - Taiko drumming
 - Choir
 - Student Wellbeing Support Groups
 - Chaplaincy

Student Support Service (SSS)

- The school will have access to an Educational Psychologist, Social Worker and Speech Pathologist. The North Eastern Victorian Region (NEVR) will be responsible for providing and managing staff.
- The school will arrange monthly meetings with the SSS key contact to assist with dissemination of information and managing students/caseloads at the school level.
- All students who access SSS Services must have their cases entered onto the DET Student Online Case System (SOCS).
- SSS's will be responsible for providing feedback to parents on their work with individual children.

Outside Agencies

- The school will endeavour to provide parents/carers with links to outside agencies in the event that a timely service cannot be provided by the school.



- These services could include, but are not limited to Better Place Australia, On Psych, Monash Link Services and services provided through the City of Monash.

Program for Students with a Disability (PSD Program)

- The school will implement and follow the guidelines set by DET when applying for funding through the PSD Program.
- The school will engage and liaise with a range of people to complete PSD funding applications. This includes SSS staff, DET providers (e.g. Assessments Australia) and health professionals involved with that child (e.g. paediatrician, psychologist, speech pathologist, occupational therapist etc.)
- Any assessments made by the teacher will be photocopied and kept on file.
- The Assistant Principal will be responsible for putting together the PSD application and managing it through the DET portal PSDMS.
- Individual Education Plans will be developed for all students on the PSD Program and reviewed each term. This meeting will include the teacher, parent(s) and PSD Coordinator. These will replace other interviews.

Visiting Teacher Service (VTS)

- VTS will be provided for students who qualify for these programs as per DET Guidelines.
- The Assistant Principal will be responsible for liaising with the VTS for students who qualify for the program.

Child Safe Standards

- All staff will ensure they follow the Code of Conduct and the Child Safe Standards Policy when undertaking any student support service within the school.

Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

Document Status

Reviewed	School Council Ratification	Next Review
September 2016	15 th November 2016	15 th November 2019
March 2019 Education & Future Directions sub-committee	26 th March 2019	26 th March 2021
8 March 2021- Principal & Assistant Principal		March 2024



Appendix 1- Student Support Process

Concerned about a Student?

Cognitive-Educational, Behavioural, Emotional, Communication and Health

- Initiated by class teacher.
- Initiated by the parents (SSG meeting minutes need to be on GradeXpert as evidence)



Discussion with Assistant Principal

- Review previous recommendations or school based actions.
- Plan and implement appropriate classroom program/curriculum modifications.
- Develop Individual Learning Plan or Behaviour Support Plan.
- Initiate a Student Support Group (SSG) Meeting .



If there are still concerns

- Assistant Principal will discuss concerns with SSS Key Contact



If referral is deemed appropriate

- Teacher complete referral form-hand to Assistant Principal.
- Teacher obtain parent consent (Parent Consent Form to be signed)
- Assistant Principal submit consent and referral on Stuent Online Case Systems (SOCS).



Student/Parent/Teacher/Assistant Principal

- Service is accessed.
- Teacher will be able to give further background to the professional.
- Parent/Teacher/Assistant Principal feedback session



Appendix 2- IEP Process

December- Previous Year

- IEP updated- uploaded on Grade Xpert
- Given to new teacher as part of handover
- IEP stays current until end of Term 1



End of Term One, Two and Three- Following Year

- IEP is updated by current teacher-uploaded on Grade Xpert
- IEP printed- SSG Meeting held with parents by classroom teachers to share IEP. SSG meeting minutes on Grade Xpert
- IEP signed by Principal, parent, teacher and student (if appropriate)
- Parent sent home copy of IEP



December

- IEP updated- uploaded on Grade Xpert
- Given to new teacher as part of handover
- IEP stays current until the end of Term 2 of the next year

When Devising your IEP

- Both the English and Japanese Teacher should have input, as well as the parents (at the SSG meeting)
- Areas of Focus- Literacy (Generally Reading first, then Writing), Numeracy, Student Wellbeing (Behaviour, work habits etc.)
- Ensure you upload the IEP on Grade Xpert by December/End of Term One, Two and Three and set SSG meeting (SSG meeting minutes need to be on GradeXpert)
- Give a copy to the parent (signed by Principal)
- All students on the PSD/NDIS/Koorie student/Out of Home Care/Behaviour Support Plan must have an IEP. An SSG Meeting must be held each term with the Assistant Principal.



Appendix 3- Enrichment Programs Selection Guidelines

Science Extension Program & John Monash Science School (Science, Little Mathematicians/Robo Girls)

Purpose:

To provide children who are talented in Science with an opportunity to extend their understandings and interests we facilitate attendance in the JMSS Little Scientists and Huntingdale SEP (Science Extension Program).

Restrictions:

- Students in Years 5-6
- SEP maximum of 14 participants
- JMSS maximum of 4 participants for each program from Year 5- Science, Little Mathematicians & Robo Girls
 - These restrictions are based on the JMSS requirements, room allocations and teacher access. These programs may or may not be offered depending on the availability of programs from the John Monash Science School

SEP/JMSS Selection Process:

- 1) The children are selected based on;
 - Science or **mathematics** results in current and previous year(s)
 - Ability to work independently and responsibly on a sustained project as evidenced in their inquiry project work.
 - Enthusiasm for science/**mathematics** as evidenced in their independent reading choice and discussion contributions.
 - Ability to represent the school with exemplary behaviour, attitude, optimism and resilience.
- 3) Final selection is determined by the 5/6 teaching in consultation with SEP teacher and previous year's teacher as required and cross checked with the Principal/Assistant Principal. **The composition of groups may be altered in consultation with the Principal.**



CHOIR & TAIKO SELECTION PROCESS

Purpose:

To provide children with a flare in music to represent the school at special events we facilitate performance troops in Choir and Taiko.

Note: This model is similar to that used when providing children with the opportunity to represent the school at District sporting events.

Restrictions:

- Students to be in Years 4-6
- Taiko group maximum of 15 participants
 - 5 participants in Year 4 selected each year, the participants progress in line formation so no further selection in subsequent years.
 - These restrictions are based on the equipment required and the progression of skills of the students within the troop.
 - **The composition may be altered by the Taiko teacher in consultation with the Principal.**
- Choir- no maximum number of participants
 - selection on a yearly basis from Years 4-6

Taiko Selection Process:

- 1) All children use Taiko in music prior to notices being sent home.
- 2) The notices go home to all children in Years 4-6 to elect if they wanted to try out for Choir and Year 4 to try out for Taiko, this is clearly noted on the form.
- 3) The children who want to trial for Taiko selection may have a practice at lunchtime(s).
- 4) The children are shortlisted based on general classroom and music observations around:
 - Confidence
 - Enthusiasm
 - Behaviour
 - Attitude
 - Responsibility
 - Patience
 - Resilience
- 5) The children who trial for Taiko selection may have a final practice at lunchtime.
- 6) Final selection will be based around the above observations and students who perform Taiko with rhythm and show good teamwork as a member of a larger performance group.

Choir Selection Process:

- 1) All children sing in music prior to notices being sent home.
- 2) The notices go home to all children in Years 4-6 to elect if they want to try out for Choir and Year 4 to try out for Taiko, this is clearly noted on the form.
- 3) The children who trial for Choir selection are selected based on classroom and music observations around:
 - Confidence
 - Enthusiasm
 - Behaviour
 - Attitude
 - Responsibility
 - Patience
 - Resilience