



Learning & Support  
Handbook  
2022

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## **RATIONALE**

Birchgrove Public School cater for individual learning styles by providing innovative enrichment programs as well as successful learning and support programs. All students are encouraged and supported to achieve their personal best. The diverse curriculum offered at Birchgrove Public School engages and stimulates students. We aim to create 21<sup>st</sup> century learners, celebrating and rewarding personal success. At our school we pride ourselves on commitment and professionalism when supporting all students.

## **OBJECTIVES**

The objectives of the Learning Support Team are to:

- Ensure effective teaching/learning programs for all students.
- Provide a support network for teachers in catering for individual student needs.
- Coordinate resources and support systems for learning support.

## **THE LEARNING SUPPORT TEAM**

The Learning Support Team is a whole school planning and support mechanism. It is formed with the purpose of addressing the learning support needs of students through the coordination, development, implementation, monitoring, and evaluation of educational programs.

A key feature of our Learning Support Team is the facilitation of collaborative planning between all stakeholders including teachers, support staff, parents and students. Our learning support team also provides support in whole school planning, building capacity in teachers, developing collaborative partnerships and determining educational expectations in our students.

## **THE LEARNING SUPPORT TEAM MEMBERS**

Primary members include:

- School Principal
- Assistant Principals/ Stage Supervisors
- School Counsellor
- Learning and Support teachers/Specialist personnel

This also includes when appropriate:

- Class teachers
- Students / parents
- Outside agencies
- SLSOs
- Administration staff

# **ROLES OF LEARNING SUPPORT TEAM MEMBERS**

## ***Principal***

Ensure recommendations by LST are included in school's Management Plan  
Attend meetings and oversee due process

## ***LST Coordinator***

Accepts LST referrals  
Communicate Learning Support matters to staff  
Notify teachers to attend referral/review meetings  
Convene regular meetings  
Develop meeting agenda  
Keep and distribute minutes  
Maintain LST documents

## ***Learning Support Team***

Identify school needs  
Establish school priorities  
Training and development  
Coordinate resources (human & material)  
Identify resource needs  
Assist in development of school Learning Support policy and procedures  
Collaboratively plan to develop action plans with strategies to support students  
Liaise with students, parents and outside agencies

## ***Learning Support Teacher***

Establish programs with SLSOs  
Support teachers with PLSP's  
Follow up from LST meeting to support teachers in implementing recommendations  
Work collaboratively with the classroom teacher to support assessment for learning of their students with additional educational needs and identify specific learning and support needs.  
Create /provide appropriate resources  
Provide feedback to LST  
Provide feedback to CT regarding student progress  
Provide direct student support where required (individual/group)  
Assist with the collection of data

### ***Classroom Teacher***

Identify any student with additional needs and assess progress  
Identify priorities and develop targeted programs to address student needs and employ a range of adjustments to allow access to the curriculum  
Liaise with parents, colleagues and supervisor when creating a PLSP  
Regularly monitor program and liaise with SLSO to ensure best practice delivery, formally evaluate program  
Attend LST meetings when required  
Provide feedback to LST and parents

### ***School Counsellor***

Follow up on external deadline assessment requirements; in school referrals; to offer support to parents and to run social programs with specific classes to target identified students  
Provide counselling when required  
Administer assessments when required  
Provide feedback to LST and classroom teacher where appropriate  
Liaise with external agencies  
Provide feedback to parents  
Perform classroom observations  
Assist with data collection



# **LEARNING SUPPORT TEAM GUIDELINES**

*The Guidelines of the Learning Support team are:*

Maintain professional confidentiality at all times

Meet regularly and keep accurate records

Assess and manage new referrals

Maintain student records and track students support interventions and programs

Develop and maintain an equitable and transparent referral system that enables all teachers to access support when required

Use collaborative problem solving to design appropriate interventions

Develop and communicate action plans, strategies and programs to CT, support staff and students

Maintain a review schedule to ensure follow up of recommendations

Monitor, evaluate and review support program outcomes within the school

Monitor EALD, HP&G, Parent Tutoring, Multi Lit and other additional programs

Plan for individual, group, class and whole school programs as required

Allocate school resources

Facilitate communication across the school and with parents and other stakeholders

Coordinate support personnel and specialist services within the school

Identify and facilitate staff professional learning needs

Access support services and agencies beyond the school