



St Kevin's

Student Services Policy

Rationale:

The St Kevin's School Student Services Policy is in line with the *Disability Discrimination Act 1992* and *Disability Standards for Education 2005*, and reflects our Vision Statement. It aims to develop the whole person and to foster a culture of learning where all children achieve positive outcomes in a safe and nurturing environment. We promote a culture of relationships that upholds the dignity of each person, emulating the Catholic Education ethos. We value the partnerships that we build and maintain with our families and the wider community. In this way, we jointly educate our students, ensuring the successful participation and maximised achievement of every student.

Aims:

At St Kevin's, we aim to:

- provide opportunities for all students to be successful
- build active partnerships between the school, parents, teachers and students, to support learning and teaching
- create an inclusive environment to address the needs of all students
- create and implement personalised learning pathways to support students to flourish as life long learners
- provide a safe and positive learning environment

Implementation:

- Enrolment Support Group meetings for special needs students enrolling at our school will be conducted when required, as per our Enrolment Policy
- The internal referral process is followed for students who are not progressing at the expected rate, whereby the person making the referral completes a referral proforma to be passed onto the Student Services Leader
- On-site assessment of individual students with additional needs will be conducted by the Student Services Leader on completion of the referral proforma
- The Student Services leader supervises the collection and recording of information about the student's progress
- The referral process, based on the model recommended by the Catholic Education Melbourne (CEM), will be followed
- Consultation with Catholic Education Melbourne (CEM) Southern Regional Office Student Services Personnel e.g. Psychologist and Speech Pathologist & external support agencies will occur
- Teachers will be assisted and supported by the Student Services Leader in compiling and updating Personalised Learning Plans (PLPs)
- Literacy and Numeracy Leaders will be consulted, regarding the needs of specific students

- Staff participate in communication about a student’s progress and transfer relevant information, recording specific data in the files provided
- Formal annual handover sessions take place with the Student Services Leader, where the classroom teacher is informed about relevant information regarding the student
- Each year, information and documentation required for NCCD will collated by the Student Services Leader and submitted by the Principal
- Program Support Group (PSG) meetings are held each term for students with specific learning needs
- Professional Learning for staff on meeting the needs of students at Professional Learning Days, staff meetings and Collaborative Learning Team (CLT) meetings will take place
- Transition programs are provided for all students - Kinder to Prep, from class to class as they progress through the school, Year 6 to Secondary school and students transferring to a different school
- Student Services Regional Network meetings will be regularly attended by the Student Services Leader or by a person in a position of leadership
- Staff will communicate with appropriate outside agencies to implement recommended strategies for our students e.g. CatholicCare, Mercy Connect, Scope, Chaplaincy Program, Interpreters
- Ongoing professional development will be provided to address student needs

Evaluation:

- This policy will be reviewed as part of the school’s four-year review cycle.

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| Reviewed by SDC: May 2018 | Reviewed by Staff: July 2018 | Ratified by Ed Board: July 2018 | Next review: July 2022 |
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