

St Thomas The Apostle Primary School	Updated: 21. 03. 2016	
Student Services Policy	Next Review: 21. 03. 2019	

Student Services Policy

Introduction

At St Thomas the Apostle Primary School, we believe the provision of Student Services is a critical part of supporting students with special needs and/or at risk of adverse academic outcomes.

We believe students have a right to:

- equal access to an inclusive education that encourages their full participation and helps them realise their potential
- support and engagement to develop critical life skills
- experience positive social interactions and acceptance, strengthening their sense of belonging and well-being.

Purpose

The purpose of this policy is to ensure that staff members and others engaged by the school are aware of the services available to support special needs and at-risk students.

Scope

This policy applies to all full and part time staff members, casual relief teachers, contractors and others engaged by the school to conduct work. It will be revised annually subject to funding.

Implementation

Students who are funded under the LSLN program (Commonwealth funding) will be allocated a Learning Support Officer. Such allocation will be the responsibility of the Student Services Coordinator. We recognise that students with special needs are those who experience difficulties in the classroom due to emotional, social, intellectual or physical needs. Such students may also receive support which is a decision based on school funding, collection of data and the needs of the individual students. This extra support is a year to year decision.

Referring students for additional support

- Teachers meet with other staff to discuss concerns about students in the classroom.
- Following this meeting, a student may be referred through a formal referral process to the Catholic Education Office. Such a referral would happen after meeting with the parents to discuss the issues.
- Professional learning plans are written for the student under the direction of the Student Service Coordinator. Such plans are presented at subsequent meetings with the parents.
- Each term, students at risk and those under Commonwealth funding will have a Professional Support Meeting with the Students Services Coordinator, Learning Support Officer and the teacher. Records are kept of the meeting including actions agreed to be followed.

Current programs

Current programs that cater for special needs and at-risk students include:

- Getting Students Reading in Numeracy
- Fountas & Pinnell Leveled Literacy Intervention System
- Quick Smart
- ERIK
- Reading Recovery
- Individual Learning Plans

All of the above programs are overseen by the Director of Teaching and Learning in conjunction with the Student Services Coordinator who meet regularly to look at the data.

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Each year, our professional development includes learning more about supporting students with disabilities. This professional development is tailored to suit the needs of the children on that particular year.

St Thomas the Apostle also accesses Catholic Education Office special services, which include speech pathology and psychology.