

St. Albans Primary School

ADDITIONAL NEEDS POLICY

PURPOSE

All students have a right to attend a mainstream government school and have their individual needs addressed in order to reach their social, emotional and academic potential. St Albans Primary School offers a curriculum that is inclusive of all students, including those with additional needs.

SCOPE

Additional needs refers to students with disabilities, learning disorders, social and behavioural difficulties, giftedness, and mental health issues who may require adjustments to access the curriculum and programs in a mainstream setting.

POLICY

AIMS

- To provide all students with learning opportunities that cater for their individual needs
- To welcome all students into our school community with additional needs including those funded under the Program for Students with Disabilities program (PSD program)
- To ensure that all students with additional needs, including those who are funded, have programs, resources and facilities tailored to meet their individual requirements
- To offer an inclusive program at St Albans Primary School where adjustments are made to ensure maximum participation and opportunities for success for all students

IMPLEMENTATION

- The Assistant Principal is responsible for the coordination of the Additional Needs Program including the Program for Students with Disabilities (PSD). This role includes the coordination of applications for funding, the coordination of Student Support Groups (SSGs), development of Individual Education Plans (IEPs), supervision of support programs for each student, monitoring progress of each student, updating the disabilities data collection, and all other issues related to students with disabilities and their respective program needs
- The Assistant Principal will liaise and regularly meet with all staff involved in the care and education of students with additional needs, in order to facilitate efficient program delivery and best practice
- The appraisal process for applications will occur at the earliest opportunity to provide the maximum potential for applications to be successful and to ensure a smooth transition for new students into our school setting
- All new students commencing at St Albans Primary School to be screened to determine individual learning needs and referred on to other professionals for further assessment if required
- Assistant Principal to liaise with 'Key Contact' to make referrals to the School Support Service Officers (SSSO) network and log these referrals on the Student Online Case System (SOCS)
- Student Support Groups to be held once a term with parents, classroom teacher, Education Support (ES) staff & students (where applicable) to discuss IEP goals, progress and future needs of the student
- The School Support Group will meet at least once a term and make recommendations regarding referrals to external support services, and any additional resources or programs required to best

meet the needs of these students. All meetings will be documented and minutes will be available to all members

- Additional Needs students will have access to Speech Therapy or Picture Exchange Communication System (PECS) , formulated by the school's Speech Pathologist and PECS consultant where required
- Additional Needs students will have access to specialised programs and individual therapy run by external agencies and specialist staff where required
- Parents, teaching staff and other professionals can refer students to the Assistant Principal for assessment by the school's Speech Pathologist and SSSO team
- Parents and families will be referred to appropriate support services and agencies, including the Community Hub, where required.

CURRICULUM

- All curriculum programs are inclusive of all Additional Needs students
- Additional Needs students at our school will participate in a modified program based upon Victorian Curriculum and the Individual Education Plans formulated by the classroom teacher, in consultation with the Assistant Principal, Literacy and Numeracy Instructional Leaders, EAL coordinator, Psychologist, Occupational Therapist and Speech Pathologist
- Any differentiation of the curriculum needs to be recorded in planning documents and work programs
- Students individual abilities will be considered in planning units of work, and learning opportunities will be provided that cater for the identified needs of each student
- Assessment of the Additional Needs students will be conducted in accordance with their Individual Education Plan and/or against Victorian Curriculum
- Student Progress will be reported in half and end of year IEP reports, at SSG meetings addressing the goals stipulated in the Individual Education Plan, as well as reported in the school's annual report.

FILES

- The Assistant Principal is responsible for the maintenance of students with Additional Needs confidential files, ensuring they are kept in a safe and secure location
- A database of all students with additional needs to be maintained, regularly updated, and include all assessment results, diagnoses, programs and supports provided for each student
- 'Nationally Consistent Collection of Data on School Students with Disability' to be updated and sent to the department by the 1st of August each year, including all adjustments and provisions being made for each student

PROFESSIONAL LEARNING

- Professional Learning relating to specific learning disabilities to be made available to all staff on an ongoing basis

FURTHER INFORMATION & RESOURCES

Supporting Students with Additional Learning Needs:

<https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/default.aspx>

This policy needs to be read in conjunction with the following policies:

[Inclusion and Diversity](#)

[Student Wellbeing and Engagement](#)

[Teaching & Learning Student Engagement Policy](#)

[Student Management Policy](#)

[Bullying Prevention](#)

REVIEW CYCLE

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

DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	June, 2019	June, 2023