**Program Support Group for LNSLN Students**

**Policy**

**Rationale:**
The Catholic Education Office directs that parents and carers of all funded LNSLN students are entitled to regular Program Support assistance. Program Support Group meetings are an important factor in providing for the spiritual, social and academic development of each individual student and for planning Individual Learning Plans. A PSG meeting aids the positive relationships between family and school and promotes communication amongst all parties.

**Aims:**
The purpose of this policy is to provide a process for the establishment and operation of Parent Support Groups in line with LNSLN program requirements.

**Implementation:**

- A Program Support Group (PSG) must be established to plan and review goals for an individualized learning plan (ILP). An ILP is specifically directed to meet the educational needs of individual students with special learning needs or physical disabilities.
- The PSG will ensure that parents, teachers and members of the Well Being team work together to establish learning goals for the educational future of the student.
- Input from PSG members will provide information that will benefit the learning outcomes of the student and direct goals for the future.
- Working within a whole school curriculum plan, a student’s PSG will decide how to meet learning standards for individual students.
- Members of the Program Support Group include Special Needs Coordinator or representative, classroom teacher, parent, and/or parent advocate. On invitation a representative from CEO or specialist personnel, eg: Speech Therapist, Occupational Therapist may be present at the meeting.
- Meetings will be held once every term. All parties concerned may convene another meeting should circumstances warrant it. This will be arranged in consultation with the Principal/Special Needs Team who will organise a mutual time suitable to all parties involved.
- Minutes will be recorded during the meeting and filed in student file in Special Needs area.
- Dates and times for PSG meetings will be made by Special Education staff, with consideration given to parent preferences where possible. Principal, teacher and parents will be notified of the time in writing, at least one week prior to meeting. Teachers will be released from class to attend each PSG meeting. If a teacher cannot attend a PSG, they are to provide written notes so the scheduled meeting can take place.
- Meetings will usually take place within school hours – 8.30am – 3.45pm and will run for approximately 30 minutes.
- A PSG Proforma will be used to guide each meeting. Key issues will be recorded under appropriate headings – eg: Teacher Report, Parent Report, Review of Goals, Identifying strengths, skills etc. These issues will be dependent upon the term focus:
  - Term One – ILP focus (Parent/Teacher interview)
  - Term Two – Semester One Report
  - Term Three – Submission
  - Term Four – Semester Two Report

References:
Evaluation:
This policy will be reviewed as part of the school renewal process.

This policy was last ratified by the School Leadership Team in March 2014.