

# Resource Teacher: Learning & Behaviour Service

28 November 2012

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## For your calendar



### 2012 forums

- 29 November: *Central South Practice Leader Forum*, Palmerston North.
- 4 December: *Cluster Manager National Forum*, Wellington. The focus of the forum is Positive Behaviour for Learning (PB4L) initiatives.
- 4 December: *Southern Practice Leader Forum*, Christchurch.

### 2013 Cluster Manager forums

- The first forum for 2013 will run for two days in Wellington for **all** cluster managers in Term 1 (week of 11-15 March). Specific dates will be confirmed in the near future.
- The dates for the forums in Terms 2, 3 and 4 will be confirmed shortly so you can get them into your calendars.

## From the editor

*Tēnā koutou*

*This first year of the Transformation is drawing to a close at an increasingly fast rate and already the time for the final newsletter for 2012 is upon us.*

*It has been an exhilarating and exhausting year, full of ups and downs, challenges and successes. It has been heartening to see how you have forged friendships with your CM colleagues and shared your experiences, processes and systems with other CMs and clusters. I take my hat off to each and every one of you for your skill and care during this time of change. Thank you.*

*We've still got a way to go, and 2013 will be the year we put our heads together around the question of consistency. This will include systems, documents and procedures, as well as processes for inter-cluster moderation. We need to be sure the service in one cluster is similar to the service in any other, and that we haven't established 40 different RTLB services. Just as you went through the process of choosing one way of doing things in your cluster, taking the best from the historic sub-clusters, we now need to take stock of what has been developed in the 40 clusters in 2012, and decide on the best to use for all clusters.*

*The Transformation team here in National Office – Steph, Liz, Lee, Christine (and Lara) - join with me to wish you all a very merry Christmas and restful holiday.*

*Ngā mihi nui  
Anne*



and

**Anne Tuffin, Project Manager, RTLB Transformation**

## How to make a request for establishment grants

An establishment grant of \$2000 is available to cover one-off set up expenses for new RTLB positions. With the new additional positions in clusters now being appointed we expect there will be an increase in requests for this grant.

When you need to make use of the grant, please email [rtlb.enquiries@minedu.govt.nz](mailto:rtlb.enquiries@minedu.govt.nz) with the name of the RTLB associated with the new position, and the host school they are based at. Stephanie McHardie will then make a request to Resourcing on the cluster's behalf. Requests are usually due in each quarter a month or two before the operational funding drops ([which happen in January, April, July and October](#)). Establishment grants are then included in the next round of operational funding.

Establishment grants are paid to the lead school to administer.

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## Ministry of Education project: Effective use of teacher aides to enhance inclusion



The Ministry has a project underway that has been looking at effective ways that schools utilise and support teacher aides, and ways to promote these practices more widely. The project intends to develop resources that schools can use to up skill their teacher aides, and support teachers and teacher aides to work well together. The project team are keen to make sure these resources align with and are supportive of the work RTLBs do.

The project team would like RTLB input and advice on this project, and early next year will be setting up an advisory/working group. The team is seeking RTLB cluster manager representatives and RTLB representatives for this group. If you would like to participate in this project, or have an effective local initiative for supporting teacher aides that you would like to share with us, please contact:

- Anna Kelly, Professional Practice, Special Education, [anna.kelly@minedu.govt.nz](mailto:anna.kelly@minedu.govt.nz).
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## Managing cluster funding

A reminder about the appropriate use of operational and programme funding. As outlined in the *RTLB Toolkit*, funding must be used for the purpose for which it is granted.

### Travel grant



The travel grant should be used for actual and reasonable expenses incurred while travelling. If overnight travel is required, accommodation and meal expenses may be covered. The teachers' collective agreements outline this in more detail.

### Travel for RTLB in training



If an RTLB is in training, their study award includes a separate travel and accommodation grant paid directly to the lead school. This is intended to cover travel while on block courses. It is not expected that travel costs for this training should come out of the cluster's travel grant.

### Learning Support (LSF) and Year 11-13 funding



These funds are intended to be used to support interventions for a particular case. They should not be used for RTLB professional development. RTLB professional development should be paid for from the administration grant.

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## Delegation to manage the cluster

We trust you have all checked the delegations you are acting under from your Board of Trustees.

Page 6 of the *RTLB Toolkit* states,

*"A Cluster Manager manages the funding, resourcing and employer obligations of their RTLB cluster."*

This requires a letter of delegation from the Board of Trustees.

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## Articles: PB4L and RTLB Cluster 16

Two positive articles have been published recently.



### [Positive Behaviour for Learning \(PB4L\) article 'Schools set positive rules'](#)

The Southland Times recently featured an article about some Southland schools involved in PB4L with particular reference to the lead school in Cluster 40. The article described some of the successes and positive spin offs schools have experienced. It is a quick read and worth a look.

Visit

<http://readnow.mediamonitors.com.au/Temp/59474/171251953.pdf>.

### [Education Gazette article 'It's all about relationships'](#)

The article published in the Education Gazette features Cluster 16 where Paul Mitchell and Rubina Wheeler share about how the RTLB service is working in their cluster area e.g. building relationships, communication, work in progress and best practice.

Visit

<http://www.edgazette.govt.nz/Articles/Article.aspx?ArticleId=8711> to read all about it.

Fantastic work Paul and Rubina.

## Exemplars for Year 11-13 Funding



A reminder to send in your exemplars for Year 11-13 Funding. Please send these to Stephanie McHardie at [Stephanie.McHardie@minedu.govt.nz](mailto:Stephanie.McHardie@minedu.govt.nz).

## Gateway 'Good news stories'



We have been asked to collect some 'Good news stories' in regards to the RTLB Gateway Assessments, in particular with *positive educational outcomes*. There are some good stories from a health perspective and we would be very interested in stories around education. To read good health stories, visit <http://www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessments-case-studies.html>.



We have contacted RTLB Gateway Trainers for stories and would also like to hear from Cluster Managers who may know of good Gateway stories to share. We ask that the 'Good news stories':

- are approximately half a page
- they outline positive outcomes the Gateway process has had on student learning i.e. student stories that have *positive educational outcomes*
- they outline positive relationships with other agencies.

We hope to share the 'Good news stories' and put the stories onto the RTLB and CYF website (with the privacy of students protected).



Please email your Gateway 'Good news stories' for collation to Liz Sio-Atoa at [Elizabeth.Sio-Atoa@minedu.govt.nz](mailto:Elizabeth.Sio-Atoa@minedu.govt.nz).

## RTLTB and alternative education

There are some mixed messages regarding RTLTB working with students who are in alternative education (AE). The RTLTB Newsletter 11 featured an article about students in AE:

### Students in Alternative Education

There have been questions about students in secondary schools and AE programmes, who were previously on the RTLTB rolls. Some teachers in these areas have requested some continued input by RTLTB for these students. It is suggested that where possible, RTLTB collaborate with these teachers to support them develop learning and management plans for these students.

AE is for learners aged 13-15. ALL learners enrolled in state and state integrated schools, regardless of where they are being taught, should have access to RTLTB. We ask that your cluster continues to collaborate with teachers/tutors to support these students.



## SLSRTLTB Amalgamation

A **big thank you** for all the hard work you have done for the SLSRTLTB amalgamation this year. This has been, and will continue to be, a challenge but one that you have handled very professionally.



We have been hearing of the careful planning and preparation you are all doing in readiness for the transfer of SLS students on to your RTLTB rolls. RTLTB have been meeting with SLS teachers, schools and local Ministry SLS coordinators to work on transition plans. We have been impressed with the level of professionalism of RTLTB as they work to plan for these students' transitions. Please pass on our team's thanks for all the work they have done so far. It gives us assurance that the transition will be a smooth one.



We are confident that you will work closely with teachers and parents and whānau in 2013 so that students who are working long-term within Level One of the National Curriculum receive a quality RTLTB service that meets their learning needs.