

## Supplementary Learning Support (SLS) and Resource Teacher: Learning and Behaviour (RTLB) Transition Management Plan (For SLS host schools)

**Underlying Principle:** Provide a smooth transition to the amalgamated service so that transferring SLS students continue to receive a service that supports their specific learning needs.

Transition consideration	SLS host school responsibilities	RTLB cluster responsibilities	MoE responsibilities (National Office)
Information management of student information and SLS management committee documents	<p><b>Student information:</b> For students that are transferring to amalgamated service:</p> <ul style="list-style-type: none"> <li>- Before handing over notes and information that contain sensitive information about the student or their family/whānau, ensure that the parent/guardian has signed the Student Information Transfer Consent Form</li> <li>- email the final student names to your local SLS coordinator by 31 October.</li> </ul> <p>For students who are not transferring to the amalgamated service, store files according to your usual policy for storing school records.</p> <p><b>Management committee documents:</b></p> <ul style="list-style-type: none"> <li>- Store all documents according to your usual policy for storing school records.</li> <li>- Negotiate sharing relevant information in these documents with the RTLB cluster lead school.</li> </ul> <p>For more information about storing school records see: <a href="http://www.minedu.govt.nz/NZEducation/Educato">http://www.minedu.govt.nz/NZEducation/Educato</a></p>	<p>For students that have transferred to amalgamated service:</p> <ul style="list-style-type: none"> <li>- Before receiving notes and information that contain sensitive information about the student or their family/whānau, check that the parent/guardian has signed the Student Information Transfer Consent Form.</li> <li>- Note: The information transfer consent form is separate from the usual parent / guardian consent for RTLB service.</li> </ul> <p>For more information about the Privacy Act in schools, see (transfer of information on page 31): <a href="http://privacy.org.nz/privacy-in-schools-a-guide-to-the-privacy-act-for-principals-teachers-and-boards-of-trustees/">http://privacy.org.nz/privacy-in-schools-a-guide-to-the-privacy-act-for-principals-teachers-and-boards-of-trustees/</a></p>	<p>Provide Student Information Transfer Consent Form template.</p> <p>Local SLS Coordinators – make sure their CMS names match the lists from SLS Host Schools. Work with Host Schools to finalise and confirm lists.</p>

	<p><a href="#">ionPolicies/Schools/SchoolOperations/PlanningAndReporting/SchoolRecordsSchedule.aspx</a></p> <p>For more information about the Privacy Act in schools, see (transfer of information on page 31):  <a href="http://privacy.org.nz/privacy-in-schools-a-guide-to-the-privacy-act-for-principals-teachers-and-boards-of-trustees/">http://privacy.org.nz/privacy-in-schools-a-guide-to-the-privacy-act-for-principals-teachers-and-boards-of-trustees/</a></p>		
Student transition	<p>Ensure that during the transition, students who are transferring to the amalgamated service continue to receive a service that supports their specific learning needs.</p> <p>Identify which RTLB cluster each student will be transferring to. You can do this by typing each student's school into the search engine at <a href="http://rtlb.tki.org.nz/Find-RTLb-service">http://rtlb.tki.org.nz/Find-RTLb-service</a></p> <p>Facilitate the student transition:</p> <ol style="list-style-type: none"> <li>1. <i>Required:</i> Complete the student summary form and send to the relevant RTLB cluster manager <b>by 30 November 2012.</b></li> <li>2. <i>Recommended:</i> Once student information transfer consent gained, contact the RTLB Cluster Manager and arrange a meeting. Agree how and when you will transfer additional relevant information to the RTLB cluster (as much as possible by the end of 2012): <ul style="list-style-type: none"> <li>- Signed Student Information Transfer Consent Forms (Parent permission)</li> </ul> </li> </ol>	<p>Ensure that from the beginning of 2013, students who are transferring to the amalgamated service continue to receive a service that supports their specific learning needs.</p> <p>Support the student transition:</p> <ol style="list-style-type: none"> <li>1. <i>Required:</i> Receive the student summary form from the SLS host school <b>by 30 November 2012.</b></li> <li>2. <i>Recommended:</i> Once student information transfer consent gained, meet with the SLS host school/teacher to discuss and receive additional relevant information (as much as possible by the end of 2012): <ul style="list-style-type: none"> <li>- Signed Student Information Transfer Consent Forms (Parent permission)</li> <li>- Individual Education Plans (IEP)</li> <li>- Relevant assessment reports</li> <li>- Relevant notes and information</li> </ul> </li> <li>3. <i>Optional:</i> If required, contribute to an Individual Transition Plan (ITP) meeting with</li> </ol>	<p>Ensure that during the transition, students who are transferring to the amalgamated service receive a service that supports their specific learning needs.</p> <p>Provide student summary form, transition guidelines and ITP template.</p> <p>Liaise with RTLB clusters to ensure that they have received a student summary form for every student who is transitioning to the amalgamated service.</p>

	<ul style="list-style-type: none"> <li>- Individual Education Plans (IEP)</li> <li>- Relevant assessment reports</li> <li>- Relevant notes and information</li> </ul> <p>3. <i>Optional:</i> If required, facilitate an Individual Transition Plan (ITP) meeting with appropriate team members. This may include the SLS teacher, class teacher, RTLB, family/whānau, and the student. An individual Transition Plan Template is available for the team to use if they wish to use it.</p>	<p>appropriate team members. This may include the SLS teacher, class teacher, RTLB, family/whānau, and the student.</p> <p>Plan to allocate an RTLB to each student for the start of 2013.</p>	
Finance: SLS travel and admin funding	<ol style="list-style-type: none"> <li>1. Cease spending on capital items and resources</li> <li>2. Spend only where current students need support. <b>Note: SLS travel and administration grants are tagged funding.</b></li> <li>3. Establish with the relevant RTLB cluster lead school the account number to which unspent funds must be transferred and transfer funds to that account by <b>28 February 2013.</b></li> <li>4. Host school financial report (un-audited) for SLS funding to be completed and submitted to the relevant RTLB cluster lead school and to the Ministry by <b>28 February 2013</b> showing transfer of unspent funds to the relevant RTLB cluster lead school.</li> </ol>	<ol style="list-style-type: none"> <li>1. Liaise with other RTLB clusters in your area regarding SLS/RTLB boundaries. Agree between yourselves which RTLB cluster will receive unspent SLS funds on behalf of the RTLB clusters. Agree with the RTLB clusters how these funds will be distributed among the clusters.</li> <li>2. Ensure that the previous SLS fund-holding schools are given the correct RTLB cluster and bank account number for the transfer of funds</li> <li>3. Confirm with SLS host school that the funds have been received</li> <li>4. In the first week of March 2013, notify the RTLB contact at MOE National Office of the amount transferred by each SLS school in the RTLB cluster area</li> </ol>	<ol style="list-style-type: none"> <li>1. Support RTLB clusters with boundary issues</li> <li>2. RTLB project team (NO) follow up those SLS fund-holder schools that have not transferred unspent funds.</li> <li>3. Check financial statements against SLS Host Schools' audited accounts (after May 2013) and follow up.</li> </ol>
Assets	<ol style="list-style-type: none"> <li>1. Update the list of all SLS assets (Include only those items that are valued above your school's asset capitalisation value).</li> <li>2. Transfer assets and any other items of</li> </ol>	<ol style="list-style-type: none"> <li>1. Confirm with previous fund-holder schools receipt of any assets and other items that you receive.</li> <li>2. Add any assets received valued above your</li> </ol>	

	<p>lesser value to the RTLB cluster lead school by 27 January 2013. Assets and other items include desks, chairs, bookcases, heaters, assistive technology etc.</p> <p><b>Note: Assets and other articles purchased with SLS funds are held in trust and not 'owned' by either school. It is the prerogative of the new Lead School to accept these items or not.</b></p> <p>3. Review and manage any financial commitments made including leases.</p> <p><b>Note: Leases (including TELA laptops, photocopiers, vehicles) do not transfer and are not the responsibility of the RTLB lead school.</b></p> <p>More information about TELA laptops can be found in a fact sheet on TKI.</p>	school's asset capitalisation to your asset register.	
Teaching Resources	<p>Transfer teaching resources purchased by SLS funding to RTLB cluster lead school <b>by 27 January 2013.</b></p> <p>These are held in trust and not 'owned' by either school. It is the prerogative of the new Lead School to accept these items or not.</p>	Confirm receipt of teaching resources with the SLS school.	

