

## Supplementary Learning Support (SLS) and Resource Teacher: Learning and Behaviour (RTLB) Transition Management Plan (For SLS managed pool 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 managed pool school responsibilities  | RTLB cluster responsibilities   | MoE responsibilities (National Office)                      |
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| Information management of student information | <p><b>Student information:</b><br/>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> </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>For more information about storing school records see:<br/> <a href="http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/SchoolOperations/PlanningAndReporting/SchoolRecordsSchedule.aspx">http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/SchoolOperations/PlanningAndReporting/SchoolRecordsSchedule.aspx</a></p> <p>For more information about the Privacy Act in schools, see (transfer of information on page 31):<br/> <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>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):<br/> <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> | Provide Student Information Transfer Consent Form template. |

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| 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> <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, 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</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 appropriate team members. This may include the SLS teacher, class teacher, RTLB, family/whānau, and the student.</li> </ol> <p>Plan to allocate an RTLB to each student for the start of 2013.</p> | <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> |

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|                        | individual Transition Plan Template is available for the team to use if they wish to use it.  |  |  |
| Assets (if applicable) | <p>Review and manage any financial commitments made including leases such as TELA laptops.</p> <p><b>Note: Leases (eg TELA laptops) 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> |  |  |