Procedures for Learning Support Team Meetings

A Learning Support Team is a whole-school planning and support mechanism. It is formed with the purpose of addressing the learning needs of students through coordination, development, implementation, monitoring and evaluation of educational programs.

**Whole School Planning**

The learning support team may consider the implications for whole-school planning issues. These include:-

* Coordination of resources within and outside the school
* Program planning and implementation , assessment and reporting
* Collaborative approaches to the development of programs and support
* Mechanisms for students with disabilities and special learning needs.

Areas for action identified by the learning support team may include:-

* Curriculum content
* Teaching and learning strategies
* Assessment and reporting
* School organisation
* Teacher support and development
* Student support and development
* Parent and community participation
* State priorities and initiatives

**Planning for Individual Students**

The learning support team has a key role in ensuring that the needs of individual students are addressed by coordinating the support cycle processes of appraisal, access, programming and reappraisal.

The learning support team should consider the support required by the students for them to achieve their planned learning outcomes. These might include:

* Modifications to the curriculum
* Instructional strategies
* Management strategies
* Health care procedures
* Additional services
* Special transport services
* Modifications to buildings
* Specialised support equipment.

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| **Addresses key areas:**   * Teaching and learning * School organisation * Training and development * Community participation   **Learning support team**  Contributes to the provision of quality teaching and learning for all students. | **Considers:**   * Implications for school wide planning * Coordination of support resources within and outside the school * Development of strategies for program planning, implementation, monitoring and evaluation * Collaborative approaches to development of programs and support mechanisms for students with special learning needs |
| **Coordinates planning for students with disabilities and learning difficulties to implement the support cycle, including:**   * Appraisal of achievements, goals and needs * Access to services * Program planning, implementation and evaluation * Reappraisal of progress towards planned educational outcomes. | **Address key focus area:**   * Literacy * Aboriginal education * Gender equality * Student welfare * Statewide initiatives and priorities. |

When considering the needs of individual students the learning support team will need to bring together the people who can assist in the support cycle process.

**Guidelines for the operation of learning support team meetings**

* An agenda will be written and circulated to the team prior to the meeting
* The meeting will begin and end at the specified time
* Department of Education and Training Guidelines and Policies and Redhead Public School policies must be followed.
* Members will listen while another member is speaking
* One person to speak at one time
* Members will listen to the point of view of other members
* Members will recognize the role of each member of the team
* Members will be supportive of other members of the team – there may be a difference of opinion, which can be discussed at the meeting
* Members are to abide by the directions of the chairperson e.g. providing adequate time for members to speak, limiting time for discussion on each issue
* Minutes and actions will be read back at the end of the meeting giving each member the opportunity to ensure accuracy. The minutes will then be circulated as soon as possible after the meeting to all members of the team.
* Principal is responsible for the implementation of decisions of the LSTM.
* The chairperson can close the meeting if the above guidelines are not followed.