

# Croydon Community School & OPTIONS

## Student Support Group Policy



### PURPOSE

A Student Support Group (SSG) is a partnership in the educational planning process between parents/guardians/carers, students and schools (see attached DET SSG Guidelines for more information).

### POLICY

#### Aims & responsibilities

The aims of the SSG are to:

- ensure that those with the most knowledge of, and responsibility for, the student work together to establish shared goals for the student's education
- ensure that the student's voice is heard
- plan reasonable adjustments for the student to access the curriculum and participate in their education
- provide educational planning that is ongoing throughout the student's school life
- monitor the progress of the student

The SSG is responsible for

- identifying the student's needs
- determining any adjustments to be made to the student's learning program
- planning an appropriate educational program
- developing and documenting an Individual Education Plan (IEP)
- evaluating any Safety Plans or Behavior Support Plans
- discussing the plan with staff and providing support to implement the Learning Plan
- providing advice to the Principal concerning the additional educational and support needs of the student and what may be required to meet these needs
- ensuring that the goals developed for the student are communicated to the appropriate people
- reviewing and evaluating the student's program once per term, and at other times if requested by any member of the group

#### Membership

Membership of an SSG should include:

- parent/guardian/carer(s) of the student
- parent/guardian/carer(s) advocate (if requested)
- teacher(s) nominated as having lead responsibility for the student
- the Principal or Principal's delegate
- the student (where appropriate)
- Education Support Officers and/or Wellbeing staff (where appropriate)
- SSS Officers or specific support workers (where appropriate)
- any other consultants the SSG deems to have relevant expertise and/or information

#### Scheduling

All students identified as **Koorie**, in **Out Of Home Care (OOHC)** or funded under the **Program for Students with a Disability (PSD)** at Croydon Community School require an SSG meeting at least once per term and the development of an Individual Education Plan.

Timely meetings are required for any student who experiences attendance (eg. chronic absenteeism), non- funded additional learning needs and behavioral issues.

An SSG meeting must be held as soon as practicable following a request by an SSG member.

## Recording

Each meeting must be minuted and outcomes recorded.

The Croydon Community School & OPTIONS SSG Meeting Record template should be used to record the minutes of each meeting. A copy of the SSG Meeting Record must be provided to all SSG members and filed for each student.

The PSD Co-ordinator will file the SSG Meeting Record:

- For PSD funded students – a scanned copy at Staff Public\Program for Students with Disabilities\SSG20\*\*\\*student name\* and a hard copy in the student's PSD file
- For non-PSD funded students – a scanned copy pinned to Compass and a hard copy in the student's general file
- If a meeting record for non-PSD funded students contains any sensitive health information the meeting record should be filed as for PSD funded students above.

## Implementation

- SSG meetings must be held for each student at Croydon Community School & OPTIONS in accordance with the scheduling advice above.
- SSG meetings may take place in the student's advisory room, Wellbeing or any room appropriate for the meeting such as the Principal/ Assistant Principal / Leading Teacher office.
- SSG meetings should be convened by the student's advisor(s).
- A Principal or Principal delegate should attend each SSG meeting for PSD, OOHC & Koorie students and where possible any SSG. In the case of PSD students, a Principal's delegate will usually be a senior staff member with knowledge of the PSD guidelines.
- SSG meetings should be arranged at times that enable all members to be present.
- If the parent/guardian/carer(s) of the student does not attend the first agreed date and time set for an SSG meeting, an alternative date and time should be arranged. If the parent/guardian/carer(s) of the student does not attend this second meeting advisors should conduct an SSG meeting with the student and any other SSG members who are able to attend during the school day.
- Each attempt to hold an SSG meeting should be noted on Compass.
- If a student is not attending school and an SSG meeting cannot be held this should also be noted on Compass.
- An SSG Meeting Record must be completed for each SSG meeting (see attached). This meeting record combines the student's Individual Education Plan and the meeting minutes. The SSG Meeting Record outlines the student's SMART goals for the term and the strategies that will be put in place to support the student to achieve these goals.
- The SSG Meeting Record template can be found on OneNote and should be filled out electronically.
- Some sections of the SSG Meeting Record can be completed prior to the meeting by the student's advisor(s), some during the meeting, and some afterwards based on the issues discussed and decisions made during the meeting.
- The last page of the SSG Meeting Record should be printed out and signed by all those at the meeting to confirm attendance.
- Advisor(s) should provide a copy of the SSG Meeting Record for each meeting to all SSG members. SSG members can elect to receive copies of the meeting record via email or by picking them up from Croydon Community School or Options@Bayswater office reception. Email delivery with a read receipt is the preferred option.
- For Croydon Community School students, a hard copy of the completed SSG Meeting Record for each meeting should be provided to the PSD Co-ordinator.

- The PSD Co-ordinator will provide the hard copy of the completed SSG Meeting Record for each meeting to the Principal. The Principal will sign the record to acknowledge they have sighted it.
- For Options@Bayswater students, an electronic copy of the SSG Meeting Record will be filed in the student's electronic file and the signed document in the student's hard copy file.

## FURTHER INFORMATION AND RESOURCES

Please refer also to the school's:

- Children at Risk Policy
- Inclusion and Diversity Policy
- Inclusive Education Policy
- Information and Privacy Policy
- Koorie Education Policy
- Out Of Home Care Policy
- Options Individual Education Plan and Student Support Group Meeting Record

## REVIEW CYCLE

This policy, first developed in this format in June 2019 and will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late May 2018).