

A quick guide to extra support for students at school

This guide is to help you find where to go when students at your school need extra support to learn, or your school needs help to manage a crisis. The guide has fourteen sections that cover extra support in the areas of: literacy, learning, refugees and migrants, attendance, stand-downs and suspensions, behaviour, communication difficulties, physical disability, sensory disability, health needs, family circumstances, teen parents, gifted and talented students, and what to do in a crisis. An index is on the next page.

HOW TO USE THE GUIDE

You may need to look across several sections for support for the student you are concerned about, for example, a primary school student may be learning at a slower rate than their peers and being disruptive in class. Places to start looking for support for this student would be the learning difficulties section and the behaviour support section.

Each section of this guide has a:

- description of the challenge you face with a particular student or group of students; or within your school as a whole
- an outline of what help is available
- the usual process for applying for support
- description of the help you can expect.

All the extra support available is listed in each section, but of course you may only be interested in certain aspects of it.

ACCESSING EXTRA SUPPORT

New Zealand schools are open to all children and young people. At times it can be challenging to meet the diverse needs of all students within a single school and you may need extra help.

This guide includes extra support services and funding provided by the Ministry of Education, as well as other agencies. Before you apply for the more intensive forms of support listed, look at the many online resources listed in this guide, and complete your school's usual processes, such as, gathering data and assessing the student you're concerned about, looking for advice within the school and initially using regular school funds.

PROCESSES TO GET EXTRA SUPPORT MAY VARY SLIGHTLY AROUND THE COUNTRY

Processes to get extra support may vary slightly between Ministry of Education offices around the country. Staff at your nearest office will be able to advise you on the exact process they use. Sometimes regional Ministry of Education offices and local Special Education offices are located in different places. Information in this guide will tell you which office to approach. The Ministry of Education website www.minedu.govt.nz will give you their contact details. Special Education also has a free phone: 0800 622 222, that will put you through to your local Special Education office.

To customise this guide add your local contact details below:

Your local Ministry of Education office

Your local Special Education office (if they are in a different place in your area)

Your local Resource Teachers: Learning and Behaviour (RTL B)

Your RTL B cluster convenor

Your Management Committee for Resource Teachers: Literacy (RT:Lit) contact

Your Strengthening Families Coordinator

Others

Please let us know if you have any suggestions or feedback about this guide. We intend to update it regularly. Email your comments to feedback.extrasupport@minedu.govt.nz

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Literacy Support

Needs of student

WHOLE-SCHOOL LITERACY TEACHING

Your primary or secondary school needs extra assistance in the area of literacy because a number of students are having difficulty reading and writing.

Help available

Resources for teachers

You will find a number of general teaching and learning materials on the Te Kete Ipurangi (TKI) website as well as information about the Literacy and Numeracy Strategy. You can also find resources developed for teachers who have students with dyslexia.

Literacy Development Officers

Literacy Development Officers (LDOs) are local Ministry of Education staff who support schools to strengthen literacy teaching in Years 1-8. They can help your school examine the effectiveness of existing literacy programmes to make informed, evidence-based decisions to improve literacy achievement for students.

How to get it

To find general literacy information go to the Te Kete Ipurangi (TKI) website:

www.tki.org.nz

Look in the TKI communities and select *Literacy online*.

You can find information about dyslexia on:

- the Sounds and Words website on Te Kete Ipurangi (TKI):
<http://soundsandwords.tki.org.nz/>
- **www.tki.org.nz** The booklet for teachers *About Dyslexia*. Look in the Te Kete Ipurangi (TKI) Communities and select *Literacy online*.

To find more information about Literacy Development Officers, go to the Te Kete Ipurangi (TKI) website: **www.tki.org.nz**

Look in the TKI communities and select *Literacy online* then click on "Professional development and support".

What to expect

This information will help teachers develop good classroom practice.

Their key role is to assist schools to analyse literacy data, review literacy goals and plans, and broker the provision of targeted professional support. Funds may be available to enable your school to access appropriate support.

Literacy Support

Needs of student

Help available

How to get it

What to expect

Professional development

School support literacy advisers provide support and guidance for teachers and principals in primary and secondary schools. Their main focus is on improving classroom practice. They also provide professional development for teachers in the area of English for Speakers of Other Languages (ESOL).

Literacy Professional Development Project

If your school is primary or intermediate, you could apply to take part in the Literacy Professional Development Project. The project provides professional development in literacy across a whole school.

Assess To Learn (AToL) Advisers

Assessment advisers support teachers to improve their assessment practices across the curriculum. They are available through a range of providers on contract to the Ministry of Education.

You can find more information about what school support literacy advisers do by going to the Te Kete Ipurangi (TKI) website: www.tki.org.nz

Look in the TKI communities and select *Literacy online* then click on “Professional development and support”.

Please contact your local College of Education for the School Support Literacy Adviser service.

You can find further details about the project by going to the Te Kete Ipurangi (TKI) website: www.tki.org.nz Look in the TKI communities and select *Literacy online* then click “Professional development and support”.

If you want to make an application to be part of the Literacy Professional Development Project, please contact Lyn Bareta at lyn@learningmedia.co.nz

You can find contact details and more information about assessment on the following web page on Te Kete Ipurangi (TKI): www.tki.org.nz Look in the TKI communities and select *Literacy online* then click “Professional development and support”.

School support literacy advisers run workshops and provide in-class modelling on aspects of effective literacy practice for students.

This whole school professional development focuses on reading and writing. To become part of the project schools are requested to make it their major professional development focus for two years.

Assessment advisers support teachers to improve their assessment practices across the curriculum.

Literacy Support

Needs of student

CULTURAL AND LANGUAGE DIFFERENCES

You think student achievement in literacy and numeracy at your primary or secondary school may be compromised because language and cultural norms at home are different to those at school.

STUDENTS AT RISK OF ILLITERACY

You are concerned about a student at your primary school who has reading and writing difficulties.

Help available

Reading Recovery tutors

Reading Recovery tutors provide schools with both Reading Recovery teacher training and ongoing support for previously trained Reading Recovery teachers.

Consider undiagnosed vision or hearing problems as a potential cause of the difficulty. (See the section on sensory disabilities.)

The home school partnership programme

The home school partnership programme works to develop a mutually beneficial partnership between home and school.

Resource Teachers: Literacy (RT:Lit) work with clusters of schools to provide advice and support about how to meet the needs of students in Years 0-8, who are considered at risk of being illiterate.

Consider undiagnosed vision or hearing problems as a potential cause of the difficulty. (See the section on sensory disabilities below.)

How to get it

You can contact the Reading Recovery tutor in your area by going to the Reading Recovery New Zealand website:
www.readingrecovery.ac.nz

You can find out more about the project by going to the Te Kete Ipurangi (TKI) website:
www.tki.org.nz

Look in the TKI communities and select *Literacy online* then click "Professional development and support".

You can make a referral to the management committee of your local RT:Lit school cluster.

What to expect

You can get more information about Reading Recovery tutor services, including teacher training and Reading Recovery in general, by accessing this website:
www.readingrecovery.ac.nz

Teachers and parents are trained to deliver sessions for parents and families to empower them to help their children develop their language and learning skills.

RT:Lits provide support and advice to schools. They also provide tuition for a small group of children who require intensive support.