



# KAIKORAI VALLEY COLLEGE

## SPECIAL NEEDS RESOURCING PROCEDURE

### OBJECTIVES

1. To provide a supportive learning environment for students with a disability in order to meet their individual educational, vocational, recreational, emotional and social needs and build on their strengths and interests.
2. To plan, finance and deliver balanced specialist programmes in consultation with parents/caregivers, Transition Agencies and with the support of a management committee.
3. To provide a learning resource for these students within the school, as well as opportunities for all students at the centre to interact socially and educationally with the whole school community.

### GUIDELINES

1. Individual educational programmes (IEP's) are developed in consultation with students, parents/caregivers, health and educational professionals each year with additional planning meeting being scheduled when necessary.
2. The Special Needs Management Committee meets at least once per term and reports to the Board of Trustees. The committee consists of the Board of Trustees representative (chair), Principal, the Head of Department Special Needs (director), Executive Officer (Finance) DSSP (Dunedin Secondary Schools' Partnership) representative and any other interested parties such as Ministry of Education Special Education Group, and parents. A quorum of the Special Needs Management Committee is four members.
3. Special Needs teaching staff is determined by ORS (Ongoing Resourcing Scheme) and HCN (High and Complex Needs) funding. This will be allocated by the MOE and is usually signposted in staffing entitlement documents.
4. Ancillary assistance (support staffing) is made available as funding permits to assist in the implementation and success of individual and group programmes. Teacher aides are appointed by the Principal and Director as required and sign an appropriate job description.

Date of Confirmation by the Board of Trustees	10 September 2008
Reviewed	10 September 2008
Reviewed	09 November 2011
Reviewed	25 November 2015
Reviewed	24 November 2018