

February 2021

Learning Support Register

With the government's introduction of **Learning Support Coordinators (LSC)**, our faith based Kahui Ako has three coordinators working across our Seaside hub. Based at St Mary's we have Donna Vincent and at Aquinas College we have Laura Grace and Lisa Budd. Hannah Hobbs is the SENCO and Across School Coordinator working alongside the LSC's. This team of four will predominantly service the schools in the Seaside hub of our Catholic based Kahui Ako. Up-to-date, valid information will help us ensure our students access the right support and resources to meet their needs. These Coordinators will add value to our learning programs by working alongside teachers and providing targeted support for students with any additional needs.



St Mary's
Catholic School
Tauranga

We are asking **all parents** to complete this form to ensure we are able to provide the best possible access to support and resources that we can for our students.

Why we are sharing information

Our school is part of a group of education providers that shares information to:

- identify children and young people who might need additional learning support
- ensure that the adults who work with children (such as teachers or teacher aides) have the skills and resources they need to support them
- decide what additional learning support would help children and young people, whether individually or in groups.

The Ministry of Education may use the information on the register for the purpose of administration and analysis, for example, to find out about the overall numbers of children requiring specific types of support. This will allow the Ministry to plan ahead for numbers of staff and specialists, and other services and types of support.

What information we will share

The members of our group of Catholic Education providers and the Ministry of Education share information for a collective learning support register that contains:

- name, gender and ethnicity to identify support that reflects the child's identity, language and culture
- date of birth and year level, to identify support that is appropriate to their age
- the type of support needed
- any special ability, health issue, disability or learning need that means a child may need a particular type of support
- services and support they are already receiving

If you agree, we will put information about your child's additional support needs on the group's learning support register if required.

Who will see the information

Only a small group of people will have access to the register for the purposes explained in the first paragraph. It will include a school staff member with responsibility for learning support (e.g. special education needs coordinator), a resource teacher learning and behaviour, an early childhood representative and the learning support facilitator (a Ministry of Education staff member). These people will meet regularly to discuss the register and how best to respond to the needs of children and young people on the register. In some situations, other organisations may be able to help to determine the appropriate support for a child or young person. We will seek your agreement before other organisations are involved.

How we will keep the information safe

Any information will be transmitted and stored securely via password-protected files, which only authorised people will be able to access. Information about children and young people no longer enrolled with an

education provider in the community or no longer needing learning support will be removed from the group register quarterly.

How you can see and correct the information

You can request access to the information through the school/kura office/early learning service manager and may correct any inaccuracies.

What will happen if you don't agree to your child's information being shared

If you do not agree to your child's information being included on the register, we will still provide support for your child's needs within our school/kura/early learning service. But if your child's information is not on the register, they may not be able to gain early access to resources provided across the group.

You can decide to withdraw your consent at any time.

We are asking **all parents** to complete this form to ensure we are able to provide the best possible access to support and resources that we can for our students. Please complete the form below and return to the classroom teacher as soon as possible.

Kind regards

James Murray
Principal

Declaration statement:

I agree to personal information about my child being included on the Learning Support Register and that information being shared with the group of people listed for the purposes explained above.