



How to work with your child's school and information about student support groups

The Department of Education and Training



Easy English



Hard words

This book has some hard words.

The first time we write a hard word

- the word is in **blue**

- we write what the hard word means.

You can get help with this book



You can get someone to help you

- read this book

- know what this book is about



- find more information.

About this book



Education
and Training

This book is written by the Department of Education and Training.



This book has information about

- how to work with your child's school
- **student support groups.**



A student support group is a group of people who plan ways to help your child with disability.



You can be in your child's student support group.



How to work with your child's school

There are things you can do to help the school support your child.

It is good to talk to your child's teacher.

For example, you might



- ask questions about your child in the classroom



- talk about things you are worried about.

It is good to share information with the school.

For example, you can



- share reports about your child from a health expert



- tell the school if your child needs medicine at school.



It is good to help the school to support your child.



For example, you might

- talk about ways to help your child in the classroom



- make a health plan if your child needs medicine at school.

Talk to the teacher



You can talk to your child's teacher

- on the phone



- in meetings



- in person when you go to the school



- by email.

Your teacher might want to meet each week to talk about your child.

Student support groups



You can ask to have student support group meetings to talk about your child.



The school principal is in charge of the student support group for your child.



People in the student support group might include

- parents or carers



- your child's teachers



- the school principal

- **allied health professionals** that work with your child.

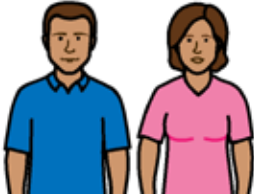


Allied health professionals are experts such as speech pathologists.

Sometimes your child will be at the student support group meeting.

If your child can **not** come to the meeting we still think about what your child might want.

Help from an advocate



You might want help from an **advocate** at the student support group meetings.

An advocate can help you

- understand information
- say what you want
- make decisions.



An advocate can also help you to make a complaint if you are **not** happy about something.



An advocate can be a

- friend
- family member
- volunteer
- support person.



Student support groups for your child



It is very important to have a student support group for your child if they have a disability.



If your child is in the **Program for Students with Disabilities** they must also have a student support group.



The Program for Students with Disabilities gives government schools **funding** to help

- students with disability



- students with high needs.

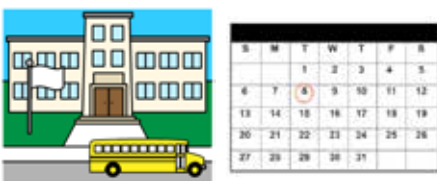
Funding is money to help the school pay for disability supports.

Students with disability can still have a student support group if they are **not** in the Program for Students with Disabilities.



What happens at student support group meetings?

People at the student support group meeting talk about help for your child at school.



If your child is in the Program for Students with Disabilities the student support group meet at least 1 time each school term.



At the meeting you can talk about

- how your child is going at school

- ways to support your child at school

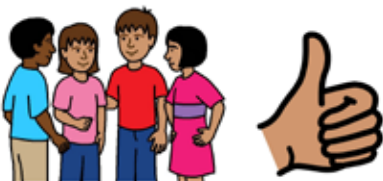


- medical and personal care

- supports if your child is about to change schools

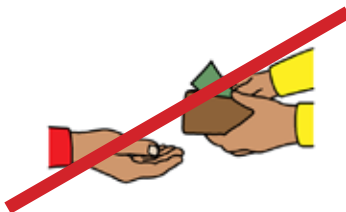


- **reasonable adjustments** to help your child learn.



Reasonable adjustments means

- changes that balance the needs of all students and teachers



- changes that will **not** create **financial hardship** for the school.

Financial hardship means the school finds it hard to pay for things it needs.

Get ready for a school meeting

It is good to plan for a school meeting.



To plan for a meeting

- write a list of questions you want to ask the school



- learn about supports that might help your child.

Learn about your child's rights



Disability rights are the things that every student at school should be able to

- get

- have

- do.

Get more help

If you have a problem about your child at school



- talk to the school first to see if they can fix the problem



- make a **complaint**.



A complaint is when you say you are **not** happy with the school services your child gets.



You can contact your closest **regional office** and tell them about the problem.

A regional office is a place where you can talk to staff at the Department of Education and Training.



You will need to give us time to talk with the school principal.



If you still need help, you can contact our central office.

The central office team will try to fix the problem.

The central office might send your complaint to the **Independent Office for School Dispute Resolution**.



The Independent Office for School Dispute Resolution

- are **not** part of the Department of Education
- helps families with school complaints.



If you are still **not** happy with the result you can contact the **Victorian Ombudsman**.

The Victorian Ombudsman can help families with school complaints.

There are links to help you find the right office to make a complaint at the end of this book.



More information

For more information contact The Department of Education and Training.



Victorian School Building Authority

Website

www.schoolbuildings.vic.gov.au/Pages/home.aspx

The Victorian Equal Opportunity and Human Rights Commission

Website

www.humanrightscommission.vic.gov.au/

Get ready for student support groups

Website

www.acd.org.au/student-support-groups-introduction/

Help to find an advocate

Website

www.betterhealth.vic.gov.au/health/servicesandsupport/disability-groups-and-networks

Help to make a complaint

Website

www.education.vic.gov.au/parents/going-to-school/Pages/school-complaints.aspx

Disability rights and responsibilities

Website

www.education.vic.gov.au/parents/additional-needs/Pages/disability-rights.aspx

Find a Department of Education and Training office

Website

www.education.vic.gov.au/about/contact/Pages/regions.aspx

Independent Office for School

Dispute Resolution

Website

www.schoolresolution.vic.gov.au/Pages/default.aspx

Disability standards for education

<https://parentguide.nccd.edu.au/>

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Scope's Communication and Inclusion Resource Centre

wrote the Easy English in August 2019. www.scopeaust.org.au

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