INDIVIDUAL LEARNING PLANS/
PROGRAM SUPPORT GROUPS

Rationale
At Our Lady Help of Christians School we believe that the needs of all children should be catered
for. An Individual Learning Plan is a working document which sets long and short term
attainable goals and supports the child with special needs, i.e. academic, behavioural, or social.

Aims
The aims for having Individual Learning Plans are:

- To cater for all children whose needs are over and above those met by the
classroom program.
- To monitor and implement recommendations for students with intervention programs
such as Reading Recovery (where required)
- For internal/external accountability and record keeping.
- To ensure that teachers and parents share information to reach common
understandings of children’s needs.

Procedure

- The classroom teacher is initially responsible for identifying children that may
require an Individual Learning Plan.
- It is the responsibility of the classroom teacher to write up I.L.P’s in consultation
with the student wellbeing coordinator, literacy coordinator, support staff and
specialist teachers.
- Individual Learning Plans are to be reviewed once per term.
- Students will come off an Individual Learning Plan once goals are met and a
decision is made by the classroom teacher, support staff and parents.
- All students on the L.N.S.L.N. Program require an Individual Learning Plan. It
is a requirement that a draft of these plans are brought to P.S.G. meetings.
- As children on the Integration Program will have an ongoing plan, the
teachers will be released once a term to participate in PSGs, review and update
plans.
- Children who have been on special programs e.g., Reading Recovery,
Maths Intervention etc. may require a plan. This is to be decided by the classroom
teacher and specialist teachers.
- Classroom teachers are to inform other staff (specialist and classroom support
teachers) of children on an Individual Learning Plan, as required.

Filing of Plans

- Classroom File (Current working copy to be in teachers weekly work program
then filed in child’s classroom file)
- Special Education File with a copy saved on school server
- Copy to Integration Aide
- Copy to Parents (Must be signed by parents and teacher)