

	<b>Policy Name:</b>	ILP Policy	<b>Date of Approval:</b>	2019
	<b>Responsible:</b>	Leadership Team	<b>Review Date:</b>	2023

## INDIVIDUAL LEARNING PLAN POLICY

### PURPOSE

The Melbourne Declaration on Educational Goals for Young Australians commits to provide all young Australians with an education that will allow them to become successful learners, confident and creative individuals and active and informed citizens.

Our school's curriculum will be designed to develop such learners and cater for the different needs, strengths, interests and concerns of each student. Individualised learning opportunities are essential in the development of each and every child. Teachers should understand the diversity in the students they teach and are responsible for organising learning opportunities to meet individual learning needs.

### AIM

- To identify and provide for the individual educational needs of every student.
- To identify and provide an Individual Learning Plan for students deemed 'at risk'. This includes students:
  - identified with a disability and on the Program for Students with Disabilities(PSD)
  - identified with a disability, learning difficulty or behavioural concern requiring individualised support,
  - Koori Students (Aboriginal and Torres Strait Islanders),
  - EAL (English an Additional Language) students,
  - students in Out of Home Care,
  - students identified as performing well below (12 months) and well above (18 months) the expected standards.
- To provide a process by which students and parents can become more involved in the learning and direction of students with an Individual Learning Plan.
- To provide a working document for the planning, provision and evaluation of a child's education.

### IMPLEMENTATION

- Education at our school is tailored towards each individual student.
- Teachers will identify individual learning needs through regular informal and formal assessment, as per the Tyabb Primary School Assessment Schedule. Observation and data will be used to plan appropriate learning opportunities to cater for individual needs and identify students at risk.
- A variety of strategies will be used to cater for individual needs, including individual and paired tasks, ability and interest groups and through the Professional Learning Community approach.
- All students identified 'at risk' will have their own formal Individual Learning Plan.
- Individual Learning Plans will be in place for students at the beginning of each semester or more often if required. Meetings will be scheduled with the teacher, student (if appropriate) and parent/s to develop the ILPs. Each party will be provided with a copy of the agreed Individual

Learning Plan. Individual Learning Plans will also detail agreed strategies, and responsibilities of each party.

- Each Individual Learning Plan will focus on three to four Specific Measurable Attainable Realistic Timely goals. Goals will result from teacher data and observations, data from the Grade Xpert assessment tracker, student identified needs and/or parent advice and suggestions. Goals may be academic, behavioural, physical or social in nature, and include areas of weakness as well as areas of strength and interest.
- Students and teachers will regularly refer to the Individual Learning Plan to monitor progress.
- Discussions relating to progress against Individual Learning Plan goals will be supported by evidence.
- At the end of each semester, or more often as required for PSD children, all parties will meet again to discuss the progress of the student in relation to their learning goals, and establish new goals, strategies and responsibilities for the second semester.
- At the beginning of each semester, after results in June and December have been entered on to the school assessment tracker the Individual Learning Plan coordinator will inform class teachers of students who have or require Individual Learning Plans.
- In Term 4 teachers are to meet with the next year's class teacher to familiarise themselves with existing Individual Learning Plans and the relevant goals and strategies put in place for Semester 1.
- Individual Learning Plans will be completed on Grade Xpert, the school online assessment tracker.
- The ILP Policy, support material and the yearly PSD and ILP planner can be found in - teachers / shared / ILP.
- The ILP Coordinator will provide additional support to class teachers in identifying students at risk and providing support in establishing appropriate goals and strategies.

## REVIEW

This policy was last updated on the 20<sup>th</sup> August 2019 and is scheduled for review in August 2023