

# Rotorua Lakes High School

## Te Hā o Te Manawa RTLB Cluster 20

**POLICY: RTLB PRACTICE**  
**PROCEDURE: Liaison RTLB Role**

Establishing and maintaining positive working relationships between cluster kura/schools and the RTLB service will be enhanced through the Liaison RTLB role.

### Guidelines

1. All Te Hā o Te Manawa Cluster 20 kura/schools will have an allocated Liaison RTLB.
2. RTLB will meet with the liaison school SENCo(s) at least twice per term.
3. The Liaison RTLB will:
  - develop and maintain professional relationships with the staff of liaison schools,
  - support the school to identify needs,
  - support the school to access the RTLB service,
  - provide clarity around the RTLB role and procedures,
  - field teacher/school enquiries and provide pre-request for support advice,
  - provide advice and guidance around the Schoolgate online system,
  - be available for discussions around students with additional needs when required by the school, and where possible,
  - communicate with, and pass on relevant information to other RTLB working in the school,
  - keep schools informed of the status of requests for support,
  - introduce new RTLB working in the school for the first time to key school personnel, where practicable.
4. RTLB will keep appropriate documentation for each liaison school visit:
  - Contact log.
  - Record of meetings.
5. RTLB will ensure they:
  - are able to access the relevant policies and procedures within each cluster school they work in,
  - assist schools to explore various pathways for support,
  - clarify the need with the teacher/s in the school requesting support,
  - support schools to complete requests for support where possible and appropriate,
  - update the Liaison RTLB about the status of current casework in preparation for an upcoming Liaison meeting,
  - discuss anything they are unsure of with RTLB Practice Leader and/or RTLB Cluster Manager.

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**REVIEW:** This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review November 2019, or as required.

**DATE CONFIRMED:** 29 November 2016