

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: CLUSTER FINANCES

PROCEDURE: Student Support Funding

Student support funding is available to support RTLB case work. Student support funding received by Te Hā o Te Manawa RTLB Cluster 20 includes the Learning Support Funding (LSF) targeting students in Years 0-10, and Year 11-13 funding.

Guidelines - Learning Support Funding (LSF)

Learning Support Funding (LSF) supports interventions developed collaboratively with RTLB, targeting students in Years 0-10. It must be used equitably, and can be used innovatively.

1. RTLB will:

- share innovative ways of using LSF within and across clusters,
- implement inclusive interventions that up-skill teachers and minimise reliance on Teacher Aides,
- refer to the attached *Guidelines for Teacher Aide Funding*,
- collaboratively set clear goals,
- collect consistent pre and post measures that demonstrate the effectiveness of the intervention,
- monitor the use of Learning Support Funding, and in collaboration with the cluster school provide an evaluation/outcomes report within four weeks of the intervention.

2. An application for Learning Support Funding (LSF):

- is linked to a need identified by the RTLB as they work through the RTLB Practice Sequence,
- occurs in the context of a conversation between RTLB and the school, usually at the Goal Setting stage of the RTLB Practice Sequence, with an application for LSF coming from that conversation,
- supports the RTLB casework,
- may be for a partial contribution to an aspect of work an RTLB is involved in, with Ministry of Education, cluster school and/or other funding making up the balance.

3. RTLB Cluster Manager in collaboration with lead school Principal and local Ministry of Education will convene an LSF panel. The panel:

- will include the RTLB Cluster Manager, RTLB Practice Leaders and Ministry of Education representative,
- is responsive and meet regularly to consider LSF applications,
- has the discretion to consider LSF applications on a case-by-case basis,
- makes decisions based on Cluster and Ministry of Education goals and priorities.

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4. Learning Support Funding applications are completed and submitted on Schoolgate:
- The *Schoolgate - LSF Applications* Help Sheet is available to support RTLB and cluster schools complete applications for LSF funding on Schoolgate.
 - After the RTLB Practice Leader and/or RTLB Cluster Manager receives the automatic notification of an LSF application from Schoolgate, the application is checked to ensure:
 - required details have been completed,
 - relevant supporting information such as intervention plan, teacher aide plan or resource costing details, have been uploaded,
 - Outcome Reports for previous funding have been completed and submitted.

If not, the RTLB concerned will be asked to follow up the missing information before it will be considered by the LSF Panel.

- Fully completed LSF applications for funding will be considered by the LSF panel on the Monday following scheduled RTLB sub-cluster meetings. RTLB will be notified of any change.
- Cluster schools will be notified of the outcome of the LSF application:
 - within one week of the LSF panel meeting where possible,
 - by an email that is generated by Schoolgate when the LSF Funding is approved. RTLB will be notified by the RTLB Practice Leader.
- RTLB Cluster Manager authorises payments of approved LSF funding into cluster school bank accounts, and will inform the Rotorua Lakes High School Executive Officer.

Guidelines - Year 11-13 Funding

Year 11 to 13 funding provides an opportunity to raise student achievement, and to meet local and national education priorities. The funding is for supporting students in years 11 to 13 who have learning or behaviour difficulties, and is allocated on a needs basis. While the Year 11-13 funding must be used equitably, the funding can be used innovatively.

1. Funded interventions should:
 - be evidence-based practice,
 - raise student achievement through effective teaching and learning practice,
 - involve culturally responsive teaching and learning practices that are known to make a positive difference for Māori and Pasifika learners,
 - promote positive inclusion, successful engagement and active participation,
 - be ecological and focus on the student within the context of the classroom or the school.
2. The LSF panel convened by the RTLB Cluster Manager in collaboration with lead school Principal and local Ministry of Education to consider LSF applications:
 - will also consider Year 11-13 applications for allocation,

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- are responsive and meet regularly to consider Year 11-13 applications,
 - has the discretion to consider Year 11-13 applications on a case-by-case basis,
 - makes decisions based on Cluster and Ministry of Education goals and priorities.
3. Evaluation / Outcomes Reporting:
- All interventions should be measurable and reportable.
 - Intervention measures should be the same measures at both pre and post intervention so that a valid comparison can be made.
 - An evaluation / outcomes report is required at the end of each term of funding.
4. Year 11-13 applications are completed and submitted on Schoolgate:
- The *Schoolgate - Year 11-13 Applications Help Sheet* is available to support RTLB and cluster schools complete applications for Year 11-13 funding on Schoolgate.
 - Year 11-13 funding applications are due by the end of Week 2 of each term.
 - After the RTLB Practice Leader and/or RTLB Cluster Manager receives the automatic notification of a Year 11-13 application from Schoolgate, the application is checked to ensure:
 - required details have been completed,
 - relevant supporting information such as intervention plan, teacher aide plan or resource costing details, have been uploaded,
 - the milestone report for the previous term's funding has been completed and uploaded.
- If not, the RTLB concerned will be asked to follow up the missing information before it will be considered by the LSF Panel.
- Fully completed Year 11-13 applications for funding will be considered by the LSF panel in Week 3 of each term. RTLB and cluster schools will be notified of any change.
 - Cluster schools will be notified of the outcome of the Year 11-13 application:
 - within one week of the LSF panel meeting where possible,
 - by an email that is generated by Schoolgate when the funding is approved. RTLB will be notified by the RTLB Practice Leader.
 - RTLB Cluster Manager authorises payments of approved Year 11-13 funding into cluster school bank accounts, and will inform the Rotorua Lakes High School Executive Officer.

REVIEW: This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review February 2020, or as required.

DATE CONFIRMED: 28 February 2017