

# Rotorua Lakes High School

## Te Hā o Te Manawa RTLB Cluster 20

**POLICY: RTLB PRACTICE**  
**PROCEDURE: Term 4 Casework and Case Closures**

### Guidelines:

#### New Requests for RTLB Service in Term 4

1. Up to the first sub-cluster meeting in Term 4, all new requests for RTLB support will be accepted and allocated, or declined, following the Te Hā o Te Manawa *Accessing RTLB Service* procedure.
2. Requests for RTLB service, for urgent behaviour cases and cases requiring transition support to another school, received from schools via Schoolgate up to and including Week 5 of Term 4, will be considered for allocation.
3. Urgent requests for RTLB support received after Week 5 of Term 4 will be considered on a case-by-case basis, by the RTLB management team in consultation with RTLB and the school.

#### New RTLB Casework in Term 4

1. Liaison RTLB will liaise with cluster schools to determine current needs, and support where possible as part of the Liaison role.
2. If a case is allocated in Term 4, RTLB will provide a modified RTLB service:
  - RTLB completes an initial meeting with the teacher and/or school to establish current need, and talk with the parent/whānau where appropriate.
  - RTLB may support teacher to develop or modify an Individual Education or Behaviour Plan.
  - RTLB may support teacher to develop a plan with goals they can work on during Term 4.
  - Overall teacher judgement and existing class data will inform the plan.
  - Pre and post outcomes will relate to the plan that is developed.
  - The case will close at the end of Term 4, where possible and appropriate, a further request for RTLB support can be made in the following year if required.
3. RTLB will follow the Te Hā o Te Manawa *Transitions* procedure guidelines when working all transition cases that arise in Term 4.

#### Case Closures in Term 4

1. RTLB cases will be closed, where possible and appropriate, at the end of Term 4:
  - RTLB will meet with RTLB Practice Leader early in Term 4 to identify cases that will be closed, and the cases with exceptional circumstances that may need to remain open.

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- RTLB will refer to and follow the Te Hā o Te Manawa *Case Closures* procedure for all cases being closed.
- RTLB will complete a *Summary of Service* for all cases with exceptional circumstances that may need to remain open:
  - *Summary of Service* is completed and signed off by the RTLB and the appropriate cluster school representative,
  - RTLB will email the signed Summary of Service to the RTLB Cluster Manager for consideration with the lead school Principal,
  - RTLB Cluster Manager and/or lead school Principal will communicate with cluster school Principals, and will notify the cluster school and RTLB of the final decision.

**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