

# **Jells Park Primary School**

## **Individual Learning Plan Guidelines**

### **Rationale**

At Jells Park students learning needs are specifically catered for on a highly individualised basis. The effective use of Individual Learning Plans is one of the ways students are supported and extended across all levels of the school.

### **Guidelines**

1. Teachers at all grade levels will place **all** students performing below expected level on an Individual Learning Plan.
2. Teachers will have an Action Plan to extend their top group of students this need not necessarily involve the ILP process of meeting with the parents twice a term..
3. Students will be placed on ILPs irrespective of whether the ILP will be supported at home. In an ideal situation an ILP will be supported at home, however lack of parental support should not exclude a child from being on an ILP.

### **Implementation**

- 1 After considering student's recorded achievement levels in report and school data and conducting assessment and observing students ability to complete class tasks all students who are not performing at expected level will be placed on Individual Learning Plans.
- 2 Formulate ILP with very specific goals and tasks so that student progress can be monitored and measured.
- 3 Parents will be notified of their child's involvement in an ILP via email and can make an appointment to discuss the Learning Plan if needed.
- 4 Place a copy of ILPs on the Network in ILP folder on T drive. Record on student cumulative file.
- 5 Prepare specified tasks for students with ILPs and review stated progress outcomes regularly throughout term of ILP. Discuss with other Staff at Area meetings.
- 6 Discuss progress with parents via email communication or parent-teacher meetings. Record on the ILP form and place on the Network. A copy to be placed in student's cumulative file
- 7 Students will remain on ILP until they reach the expected level.
- 8 This process will operate each term.

*These guidelines will be reviewed as part of a four yearly cycle*