

STUDENT SUPPORT GROUP (SSG) POLICY

Purpose

The Lalor North Primary School Student Support Group Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people with disability or diverse learning needs are supported.

This policy provides an overview of our school's approach to meeting legal obligations, such as the Victorian Equal Opportunity Act 2010 and Charter of Human Rights and Responsibilities Act 2006. Under section 32 of the Disability Discrimination Act 1992, education providers must comply with the Disability Standards for Education 2005. The Standards cover enrolment, participation, curriculum development, student support services and the elimination of harassment and victimisation. When planning an adjustment for the student, the school consults with the parent/carer(s) and, where appropriate, the student, through the SSG (Student Support Group) process.

An SSG is a partnership between schools, parents/carers, the student and relevant agencies. The group works together to plan and support the educational, health, social, cultural and emotional wellbeing of students with diverse learning needs.

Scope

Lalor North Primary School establishes a Student Support Group (SSG) for:

- students supported by the Program for Students with Disabilities (PSD) or Disability Inclusion
- every child and young person in out-of-home care (OoHC)
- Koorie students.

SSGs can be used to assist with providing appropriate and effective support for:

- any students with diverse learning needs
- who attend two schools (for example, a mainstream and a specialist school)
- Schools must provide support for students at risk of attendance or behaviour related issues.
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Meetings are held at least once a term and are scheduled during Week 6 to 8. The classroom teacher facilitates the meeting and are supported by leadership who take the minutes. These minutes provide a summary of the meeting discussion, detail agreed actions and are distributed to the members of the SSG after the meeting.

Roles and Responsibilities

An SSG includes:

Principal/principal nominee(s), who are responsible for:

- setting up SSGs
- supporting members to take part
- ensuring meetings are held at least once a term in the case of students supported by the PSD, Disability Inclusion or OoHC
- ensuring notes of meetings are taken and provided to all members.
- ensuring that efficient and effective meeting arrangements are in place.

Teachers, who are responsible for:

- chairing the meetings
- keeping the SSG updated on the student's progress
- assisting in determining future educational goals
- ensuring that the student has access to the school's educational programs
- implementing the classroom content of the IEP
- coordinating other staff working with the student in the classroom.

Parent/carer(s), who are responsible for:

- providing a holistic view of their child
- providing information on the effectiveness of past strategies and programs
- contributing to the development and monitoring of the goals and strategies of their child's teaching and learning program
- choosing an advocate if required.

Student

Student plays an active and age-appropriate role in determining learning goals for their Individual Education Plan (IEP) and can attend the meeting, when needed. Student voice contributes to the decisions and actions that are agreed, either in person or via a trusted adult, for example, their teacher or Learning Mentor.

Advocate

Parent/carer(s) can select an advocate to help with:

- sharing the parent/carer(s)' knowledge about the student
- discussing any difficulties the parent/carer(s)' may have in the SSG
- developing a cooperative relationship between parent/carer(s) and the school community
- assisting parent/carer(s) to understand the Department's procedures
- linking parent/carer(s) with relevant services.

Interpreter

Where necessary an interpreter is booked to help with communication.

Consultants, such as Student Support Services (SSS) Officers, Allied Health Professionals, Orange Door or DFFH representatives

Consultants may provide additional knowledge of the student's teaching and learning needs.

The number and choice of the consultants should be agreed to by all members of the SSG. The information provided by the consultants will be for the consideration of the group in decision making. Consultants do not have a role in the final decision making process of the SSG.

The aims of the Student Support Group (SSG) are to:

- ensure that those with the most knowledge of, and responsibility for, the student work together to establish shared goals for the student's education
- plan reasonable adjustments for the student to access the curriculum and participate in their education
- provide educational planning that is ongoing throughout the student's school life
- monitor the progress of the student

The SSG makes recommendations to the principal/principal nominee for their consideration and potential implementation.

Responsibilities

The Student Support Group (SSG) has the responsibility to:

- identify the student's needs
- determine any adjustments to be made to the curriculum, teaching and learning
- plan an appropriate educational program
- develop an IEP
- discuss the plan with teachers and provide support to implement the IEP
- provide advice to the principal/principal nominee concerning the additional educational and support needs of the student and what may be required to meet these needs
- review and evaluate the student's program once per term, and at other times if requested by any member of the group

It is essential that a cooperative working relationship is developed and maintained within the SSG.

The SSG represents a partnership in the educational planning process between the parent/carer(s), the student and the school.

Concerns

Concerns regarding the process used by the SSG or the management of resources by the school should be resolved, if possible, with the principal.

Related policies and procedures

This Student Support Group Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Individual Education Plan (IEP) Policy
- Complaints Policy
- Inclusion and Diversity Policy
- Student Wellbeing and Engagement Policy

Related Department of Education and Training policies

- [Disability Inclusion Profile](#)
- [Disability Inclusion Funding and Support](#)
- [Individual Education Plans \(IEPs\)](#)
- [Complaints Policy](#)
- [Student Wellbeing and Engagement Policy](#)

Policy status and review

The principal is responsible for reviewing and updating the Student Support Group Policy at least every four years. The review will include input from parents/carers and the school community.

POLICY APPROVAL

Created Date	24 th February 2025
Consultation	2025 Education and Policy Subcommittee 2025 School Council
Endorsed by	Principal – Elizabeth Bryan
Endorsed on	2025
Next Review Date	2029

