



Saint Francis
international school

SPECIAL EDUCATION NEEDS POLICY

This policy aims to provide a framework within which St. Francis International School can make provision for the children who have special needs, and give support to families within which there is a child/ children who have special needs. It is also to raise awareness within the wider school community of the support given and provisions made for these children at the school.

Of importance is also to comply with the Italian Laws 170 and BES regarding special needs students. St. Francis strives to successfully meet all requirements of the Law 170 and BES within this policy.

Children are identified as having 'Special Needs' if they have a learning difficulty, either academic or emotional or both, which requires special educational provision to be made for them. The right to education in regards to the needs of these students is addressed by the Law 170 and BES with the intention of successful inclusion practices throughout Italy.

AIMS:

- To ensure that the children are identified at the earliest opportunity
- To involve parents in developing a partnership of support
- To have children identified by a recognised government NHS agency
- To ensure the children are included in all aspects of the school and are given support to follow the school curriculum
- To ensure a coherent system throughout the school as the child progresses
- To show an understanding, both by teachers and all students, that supporting difficulties in learning and/or behaviour is part of a caring community

OBJECTIVES:

- To provide a suitably differentiated program (Individual Education Plan) that caters and is relevant to each child's individual needs
- To work in partnership with the parents and other external agencies to provide for the child's educational needs
- To promote self worth by encouraging independent learning at all times
- To monitor the IEP each term and review and assess the suitability of provisions for children with special needs
- To keep staff up-to-date with strategies and provide support with workshops about children with special needs

ADMISSION:

1. St. Francis has a policy of inclusion regarding children with special needs.
2. All children, including those with special needs, will be expected to follow the behaviour policy.
3. Copies of all documentation regarding the student's needs must be presented so St. Francis can best serve each child's needs and in accordance with the Laws 170 and BES.

IDENTIFICATION AND MAINTENANCE

1. Children are referred to the principal and/or middle or elementary coordinator by the class teacher.
2. The class teacher (with support of administration if required) will discuss these concerns with the parents and ask if the child shows any learning/behavioural difficulties at home. The teacher must then have a consent form signed by the parents so as to organise differentiated work for that student.
3. The class teacher must then initiate a 2 month period of intervention to verify the effort to address the needs of the suspected case of special needs at a school/class level to give the student an opportunity to recuperate.
4. At the end of the 2 month period the school must formally communicate the outcomes to the parent/s.
5. If the results confirm the need for external evaluation, a consent form will be presented stating that the school has noted a suspected case of special needs (a written report by the teacher/s must be prepared) and the parents are asked to sign a statement declaring that they have been informed by the school of the specific learning difficulties displayed by their child. It will also state whether or not the parents agree to take their child to a NHS agency to have the child tested and diagnosed.
6. Following assessment and diagnosis, the parents must (in accordance with Laws BES and 170) provide the school with the diagnosis and documentation. The child will be included on the Special Needs Register, and documentation will be filed.
7. The completion of a St. Francis personal development plan (PDP) by the class teacher, in coordination with the parents and possibly the doctor/psychologist is required.
8. Meetings will be held each term with parents to communicate progress of the student, and, if required, the department coordinator or principal will be available to support the teacher in these meetings.
9. The identification and provisions considered necessary to meet the child's special education needs will be reviewed by the administration annually, and will involve parents, teachers and external agencies to report on progress made and amend objectives, if appropriate.
10. Documentation must be kept current and according to Laws BES and 170, the diagnosis must be reassessed every educational cycle. (Year 3/4, Year 6, Year 9 and the end of school)

PHARMACEUTICALS

St. Francis is not responsible for the handling or administration of any required medicine that students take.

It is, however, the responsibility of the parent to pass on any important information regarding pharmaceutical prescriptions of the students attending our school. (*unless authorised by doctor and parents)

SCHOOL REPORTS

Acknowledgment of the student's diagnosis and the provisions made in the academic program will be stated on the term reports.

On the mid-term progress report, special needs students are given a form that is more appropriate to their needs. An academic and effort grade will be given for each subject on the end of term report. Students will not be required to repeat the school year due to their special needs.

Their progress is assessed developmentally, meaning that it is measured against their progress with his/her IEP, and therefore reviewed according to whether that individual has progressed in each subject or not, and not in comparison to a standardised level.