



Ecoles Européennes

Bureau du Secrétaire Général
Unité Pédagogique

Réf.: 2015-09-D-37-en-2

Original

Proposed amendment of the document ‘Provision of Educational Support in the European Schools – Procedural document’

Approved by the Joint Teaching Committee of 7, 8 and 9 October 2015

For information to the BOARD OF GOVERNORS

Meeting on 1, 2 and 3 December 2015 - Brussels

Introduction

At the Educational support policy group meeting dated June 22nd 2015, it has been proposed to slightly modify the Annexes of the procedural document (ref. 2012-05-D-15) in order to better suit the working reality in the European Schools.

The changes pertain to:

- 1) Annex 2 of the provision document - Model template for **Intensive Support Agreement**
- 2) Annex 3 of the provision document - Model template for Individual Learning Plan for **Moderate Support**
- 3) Annex 4 of the provision document: Model template for Individual Learning Plan for **Intensive Support**

The changes which appear in the Annex to this document are mainly technical changes which do not modify in depth the content of the document.

Proposal

The **JOINT BOARD OF INSPECTORS** is invited to give an **opinion** on the proposed changes.

The **JOINT TEACHING COMMITTEE** is invited to **approve** the proposed changes upon which a new version of the Procedural document will be published on the website of the European Schools and the European schools duly informed.

Opinion of the Joint Board of Inspectors

Given the large number of items on the agenda, the document was not discussed at the Joint Board of Inspectors and sent forward to the **Joint Teaching Committee**.

Opinion of the Joint Teaching Committee

The **Joint Teaching Committee** approved the proposed amendment of the Procedural document which will be transmitted to the Board of Governors for its information.

Follow up to the Board of Governors

The new version of the Procedural document was published on the website of the European Schools on 27 October 2015 further to the approval of the Joint Teaching Committee.

Annex 2: Model template for Intensive Support Agreement



INTENSIVE SUPPORT AGREEMENT

Agreement has hereby been reached between

, Director school

and

, parent/ legal representative

, parent/ legal representative

Having regard to Articles 1-7 of this Agreement

Having regards to the General Rules of the European Schools

Having regard to the Policy on the Provision of Educational Support in the European Schools

On the provision of Intensive Educational Support

for , born on

Pupil in year of nursery primary secondary, language section

for the period between and .

The Individual Learning Plan is an annex of this agreement.

A new fact or a fact unknown at the time of stipulation may lead to revision of this Agreement.

Place , Date

Director

Parent/legal representative

Articles of this Agreement:

Article 1: Pursuant to the decisions of the Board of Governors of the European Schools adopted on 3, 4 and 5 December 2012 on the provision of educational support in the European Schools, in accordance with the implementing rules for the admission of pupils with special needs into Intensive Support, the purpose of this Agreement is to define the responsibilities of the contracting parties, the conditions in which the admission into Intensive Support can take place and the Individual Learning Plan to be foreseen.

Intensive support is provided for pupils with special educational needs: learning, emotional, behavioural or physical needs. Whenever the intervention of an external therapist is needed (essentially speech therapists and psychomotor therapists), the provision is organised on the basis of a tripartite agreement between the School, the parents/guardians and the therapist.

Article 2: With a view to a pupil's admission into Intensive Support, the contracting parties hereby undertake to supply all the information required for proper definition of his/her special needs and of the special measures to be arranged.

Pupils with special needs will be admitted to the European School and will receive Intensive Support, provided that their special educational needs allow them to follow a mainstream or specially adapted course of study. The School may declare itself incompetent to admit a pupil whose special educational needs are such that it is unable to offer the support required. In that case, the School may refuse admission or continuation of integration into a mainstream school environment.

Article 3: This Agreement determines the type of admission (full or partial) and the Support planned, which may be provided in class or outside class in collective form to small groups of pupils with similar needs or in individual form.

It provides for a certificate, mentioning the subjects where assessment is normal and those subject to appropriate certification.

Article 4: A clause may be added to this Agreement to extend its scope to other aspects of the admission/integration of the pupil concerned, with the explicit agreement of the contracting parties. The Agreement is individual and outcomes will be evaluated and reviewed at the end of the school year or at the end of the period during which the support has been provided. It will be used as a basis for the criteria and the decision on progression and certification at the end of the school year.

Article 5: This Agreement includes the individual learning plan of the pupil in question. The proposal will be drawn up in detail by the teaching and supervisory team of the class concerned.

Article 6: Under this Agreement, the pupil's admission/integration into the school will normally be for the whole of the school year. It must therefore be drawn up at the time of admission, after a possible observation period. If necessary, the Agreement may be adapted during the school year on a proposal from the Support Advisory Group.

Article 7: If an application for admission into Intensive Support is rejected, an appeal may be lodged with the Secretary-General of the European Schools within fifteen calendar days of notification of the decision.

The Secretary-General must take a decision within one month of the date of reception of the appeal.

In the event of disagreement with the decision of the Secretary-General, a contentious appeal may be lodged with the Complaints Board, subject to the conditions laid down in Chapter XI of the General Rules of the European Schools.



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INDIVIDUAL LEARNING PLAN FOR MODERATE SUPPORT

(Fill in the relevant parts/boxes)

Pupil

Name		Home address	
Date of birth	/ /	Nationality	
Date of entry to the school	/ /	Section and class	
Parent's name		Parent's name	
Home address		Home address	
Telephone number		Telephone number	
Email address		Email address	

Language history

Languages spoken at home	
Dominant language <u>(L1)</u>	
Second language	
Section language	
Additional information	

If this pupil has a medical/ psychological /psycho-educational and/or multi-disciplinary report please state the diagnosis contained therein:

Name of the expert and date of the report:

School history (schools attended, repeating a year etc.) 1. 2. 3.	Medical needs (for allergies, diabetes etc.)
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Description of the pupil's special needs:
Strengths (academic, social/ emotional/ personality/ extra-curricular)
Challenges (weaknesses, difficulties)

Pupil's interests and learning styles

SUPPORT

Objectives of support (Specify what aspect(s) of the subject/learning area is/are being targeted?)	Persons responsible	<u>Resources and methods</u> (Which resources and what methods are used to reach the objectives?)	Assessment (What tools are used to assess progress?)	Progress Needs more practice (NMP) Nearly achieved (NA) Achieved (A)		
1.				Date NMP / /	Date NA / /	Date A / /
2.				Date NMP / /	Date NA / /	Date A / /
3.				Date NMP / /	Date NA / /	Date A / /
4.				Date NMP / /	Date NA / /	Date A / /
5.				Date NMP / /	Date NA / /	Date A / /
6.				Date NMP / /	Date NA / /	Date A / /
7.				Date NMP / /	Date NA / /	Date A / /

Individual Learning Plan is written by:

Name

Signature

Place

Date



EUROPEAN SCHOOL

SUPPORT ADVISORY GROUP MEETING

Date of Advisory Group meeting: / /

People in attendance Name of the pupil:

<u>People in attendance:</u> Position	Name	Signature
Parent/legal representative		
Parent/legal representative		
Director or his/her delegate		
Support coordinator		
Class teacher		
Support teacher		
Teacher *		
Teacher *		
Teacher *		
Psychologist		
Support assistant		
Expert *		
Expert *		
Inspector		
Other		

*subject or area of expertise



INDIVIDUAL LEARNING PLAN INTENSIVE SUPPORT

Pupil

Name		Home address	
Date of birth	/ /	Nationality	
Date of entry to the school	/ /	Section and class	
Parent's name		Parent's name	
Home address		Home address	
Telephone number		Telephone number	
Email address		Email address	

Language history

Languages spoken at home	
Dominant language (L1)	
Second language	
Section language	
Additional information	

Annex 4: Model template for Individual Learning Plan for Intensive Support



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Diagnosis as written on last medical/ psychological /psycho-educational/multi-disciplinary report:				
<u>Name of the expert and the date of last medical/ psychological /psycho-educational/multi-disciplinary report:</u>				
School history (schools attended, repeating a year etc.) 1. 2. 3.			Medical needs (for allergies, diabetes etc.)	
Actual Intervention by specialists	IN SCHOOL	OUTSIDE SCHOOL	TIME ALLOCATED	Aim of the Intervention
<input type="checkbox"/> Speech/language	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Motor skills	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Physical	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Occupational	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Counselling	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Psychologist	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Medical treatments, doctors	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>		

Annex 4: Model template for Individual Learning Plan for Intensive Support



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<p>Description of the pupil's special needs:</p>
<p>Strengths (academic, social/ emotional/ personality/ extra-curricular)</p>
<p>Challenges (weaknesses, difficulties)</p>
<p>Pupil's interests and learning styles</p>

Annex 4: Model template for Individual Learning Plan for Intensive Support



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SUPPORT

Objectives of support (Specify what aspect(s) of the subject/learning area is/are being targeted?)	Persons responsible	<u>Resources and Methods</u> (Which resources and what methods are used to reach the objectives?)	Assessment (What tools are used to assess progress?)	Progress Needs more practice (NMP) Nearly achieved (NA) Achieved (A)		
1.				Date NMP / /	Date NA / /	Date A / /
2.				Date NMP / /	Date NA / /	Date A / /
3.				Date NMP / /	Date NA / /	Date A / /
4.				Date NMP / /	Date NA / /	Date A / /
5.				Date NMP / /	Date NA / /	Date A / /
6.				Date NMP / /	Date NA / /	Date A / /
7.				Date NMP / /	Date NA / /	Date A / /

Annex 4: Model template for Individual Learning Plan for Intensive Support



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Individual Learning Plan is written by:

Name

Signature

Place

Date