

Whakawhanaungatanga

Build Connections

Listen and share - clarify what matters

CONTACT INFORMATION

Create new entry for every contact made

- How
- Date
- Next visit
- Contact about what
- Next steps

Notes

- Maintain regular contact throughout the intervention
- Keep the notes short and succinct
- Email message could be copied
- Always update to save

How?

- We empower others as partners
- We focus on building adult capability
- We gain informed consent to build trust
- We discuss how information may be shared
- We explore aspirations and goals to build connections
- We negotiate and agree on roles and expectations

Kohikohi

Gather Information

Deepen understanding. Gather evidence from multiple perspectives

Create a new tab: Gather Information 2021

ENTRY MEETING

- What do we know already? Key issues
- Strength and interest
- Teacher/Dean concerns
- What do we want to happen

DOCUMENTS

Upload any relevant documents such as scripts, writing samples, assessment, student, teacher, whanau voice

DATA COLLECTION PLAN

Create a new entry for every assessment and data to be collected

- Order
- Date
- Type of data (what?)
- Purpose (why?)
- How it will be gathered
- Who will gather it?
- Due date (when?)
- Comments/Data Summary

QUICK VIEW

Publish once data collection plan has been completed

- Publish - Yes
- Update Request

Notes

Add notes to the entry meeting after the initial meeting, home visit or any updated information from the school

Ata whakaaro

Sense Making

Collaboratively analyse and summarise information with open minds

Create a new tab: Sense Making 2021

SENSE MAKING

Type brief notes on the results/outcome of each assessment, observation, student, teacher, and whanau voice, as well as relevant school data and other data (external report)

Add a summary statement at the bottom (3-4 key aspects - triangulation of data)

DOCUMENTS

Upload any relevant new documents not uploaded before

QUICK VIEW

Publish once sense making has been completed

- Publish - Yes
- Update Request

Notes

Add notes any new information at any time.

Use this page at your planning meeting to set goals and actions

Always update to save

Tātai

Plan Collaboratively

Develop a collaborative action plan with clear goals

Create a new tab: Intervention Plan 2021

INTERVENTION INFO

- Area of Need
(Copy Request Context)
- Agreed Focus
(Copy Request Context)
- Planning Team
- Review Date

DOCUMENTS

Upload any relevant new documents

INTERVENTION PLAN

Create a new entry for every goal

- Order
- Date
- Domain (Key Competency)
- Goal Title
- SMART Goal
- Actions
- Who
- When

QUICK VIEW

Publish once intervention plan has been completed

- Publish - Yes
- Update Request

Notes

The Copy Request Context button will copy the context automatically. Be specific and detailed with goals and actions. Always update to save.

Whakamahi

Take Action with Integrity

Implement/model actions, monitor and adjust actions as needed

Create a new tab: Intervention Plan 2021

IMPLEMENTATION

Create a new entry for every time you implement, model, discuss or take action based on the agreed goals

- Goal
- Date
- Comments/Data

Notes

Short and succinct notes
Always create/update to save.

MONITORING

Create a new entry for every time you monitor, observe or get feedback about the actions/goals

- Order
- Date
- Monitoring
Comments/Data

Notes

Monitoring comments/
data will be used as post
data

DOCUMENTS

Upload any relevant new documents

QUICK VIEW

Publish once intervention plan has been completed

- Publish - Yes
- Update Request

Whai whakaaro

Reflect together

Check progress, reflect on outcomes and impact

Create a new tab: Reflect Together 2021

SUMMARY INFO

- Initial Reasons for Request for Support (Copy Request Context)
- Agreed Focus (Copy Request Context)

DOCUMENTS

Upload any relevant new documents

SUMMARY OF INTERVENTION

Go back to Plan Collaboratively - Open Intervention Plan and Copy to Summary

Edit each goal to add pre-data from sense-making

Edit each goal to add post data from monitoring comments/data and to change the status, when needed

CELEBRATIONS AND BARRIERS

- Celebrations and Barriers
- Way Forward

QUICK VIEW

Publish once intervention plan has been completed

- Publish - Yes
- Update Request

Notes

Reflections should be ongoing and collaborative throughout
Always update to save.

Mana Motuhake

Empower others

Acknowledge contributions and empower others to sustain actions

EMPOWER OTHERS

Acknowledge contributions and empower others to continue

Empower throughout the process and beyond

Benefits of strengthening knowledge, skill and confidence

EDUCATORS AND WHANAU

Whanau and teachers who have been actively involved in all stages of the process will feel confident to use knowledge, skills, tool and strategies that the team has developed and used.

Confidence in using this learning and inform and strengthen the future response to needs

RTL B

Every request for support provides an opportunity for RTL B to learn and inform future practice.

When satisfactory progress has been made against the desired outcomes, it is a good practice for each RTL B to evaluate their professional contributions to the team and reflect on their knowledge, skills and professional growth against the professional standards