



In-Class Support 2022

In-Class Support Information and Checklist – Application for 2022 Academic Year

What is In-Class Support?

In-Class Support (ICS) is additional teacher aide support of five hours per week for students who have ongoing learning needs, and who are not currently supported by the Ongoing Resourcing Scheme (ORS). ICS is allocated and remains with the student for the academic year, even when they change schools. Every student being considered needs a new application completed, including those students currently receiving ICS funding and those on the wait list from 2021 moderation.

Who is In-Class Support For?

Students eligible for ICS are those who are attending school and:

- have ongoing learning needs not supported by the Ongoing Resource Scheme (ORS)
- may be achieving long term within level one of the New Zealand Curriculum or Te Marautanga,
- may be achieving below their chronological age by three years or more and/or
- have been prioritised by schools, Ministry Learning Support teams, or the Resource Teacher: Learning and Behaviour (RTLB) service as having the significant learning needs that would benefit from teacher aide support in the classroom.

Useful information: Websites (please click on the hyperlink below to be taken to the website)

- 1) ICS information on Ministry of Education: <http://www.education.govt.nz/school/student-support/special-education/in-class-support-funding/>
- 2) Teacher & teacher aides working together: <http://teachersandteachersaides.tki.org.nz/>
- 3) Inclusive Education: <http://inclusive.tki.org.nz/>
- 4) Wellbeing@School: <http://www.wellbeingatschool.org.nz/>

Completing student assessments – RTLB Cluster 9

Please use the assessments below. If you have any questions about the assessments e.g. how to complete them, please contact your RTLB cluster lead for assistance. **Please note:** Student assessments must be less than 3 months old. Students must meet the criteria for ICS in all 3 subject areas to be considered.

Reading: PM Benchmark, Probe, Ngā Kete Kōrero

Writing: e-AsTTle, 10min writing sample, Te Tuhinga Kōrero

Numeracy: JAM, GLOSS, He Uiui Aromatawai Tōmua I te Pāngarau

Please retain copies of the completed assessments in case the moderation panel requests to see them.

Completing the application form

Please make an application for students you would like considered for ICS funding for 2022, including current students who are transitioning next year. Students who currently have ICS will need a new application to be considered for ICS funding in 2022.

The moderation panel will identify the students in the cluster with the highest need to receive ICS funding in 2022.

This year your application will be submitted via Microsoft Forms. You do not need a Microsoft account to complete this form. The link for your cluster specific form has been included in the email this letter is attached to. If you are having trouble accessing the link please email ICS.Auckland@education.govt.nz.

You will fill out 1 form per student and will need to enter your school and personal contact details each time. We recommend having these details open on a separate document so you can copy and paste to save time.

You cannot save the form and return to it later, so we recommend having all your student details ready before you start completing the form.

Submitting the Application Form

Once you have filled in all the details on the form, click on the finish and submit button. The application forms will be collated by the Ministry of Education. We will endeavour to send you confirmation of who you have applied for within 5 working days. You have the option to download a pdf version of each application after you submit it. We may contact you if there are errors in your application.

Important: Once you have submitted all your forms, remember to send an email to ICS.Auckland@education.govt.nz with the following attached:

- **Parent/caregiver consent form**

Any additional forms submitted should be sent in **one scanned PDF document per school**. Please ensure that you check that attachments have been scanned and sent correctly.

Final Due Date: **8 September 2021** Incomplete or late applications will not be accepted.

If you have any queries please contact your Liaison RTLB or the ICS Coordinator at ICS.Auckland@education.govt.nz

ICS Timeline

<u>Date</u>	<u>Action</u>
<u>Week 2 Term 3</u>	4 August to 7 September 2021 Schools to identify students with highest learning needs who meet ICS criteria
<u>Week 7 Term 3</u>	8 September 2021: All applications to be received by the Ministry of Education, via submission of the form(s) through the provided link.
<u>Week 8 – 10 Term 3</u>	Monday 13 September - Friday 1 October 2021: Moderation panels with RTLB, Ministry and school representatives take place to review applications.
<u>Term 4</u>	Wednesday 20 October - Friday 5 November: Ministry notifies schools of the outcome of moderation.

Application Checklist

Please check the following before completing the application process:

- The student meets the criteria for ICS
- You have obtained written parental consent
- You have all relevant assessment information (less than 3 months old)

Applications must be submitted by **midnight Wednesday 8 September 2021**