

RTLB Cluster 12 and (School)_____

Principal Name: _____

Our Shared Kaupapa

RTLB Cluster 12 and schools work in partnership to strengthen ākonga learning, engagement, participation, and wellbeing.

Our work is collaborative, culturally responsive, strengths-based and evidence-informed. He Pikorua, Te Tūāpapa, RTLB Operating Standards and Procedures, and the principles of Te Tiriti o Waitangi guide our practice.

RTLB recognise and respects the unique kaupapa, culture, values and priorities of each school. We take time to understand each school's context and work within its established systems and approaches, ensuring our support is aligned with our He Pikorua Practice Framework, collaborative and contributes to consistent, cohesive messaging across the school.

Our Operating standards and procedures, and more information, can be located on our website, RTLB Cluster 12

RTLB / School agree to:

RTLB Cluster 12 Te Huinga Raukura ki Manurewa	School
Provide a liaison RTLB and communicate regularly with the school to discuss needs, priorities and RTLB support.	Respond and communicate with the Liaison RTLB and provide a designated Learning Support lead to liaise with such as Senco, DP, AP or LSC
RTLB will support Senco/LSC in understanding that foundational needs such as hearing, vision, and/or other health and safety needs should be considered prior to making a referral. RTLB Liaison will discuss and help schools to be informed about appropriate support and referral pathways prior to making a RFS to the RTLB service.	Before interpreting a student's difficulties primarily as learning or behaviour needs, schools will consider whether underlying factors may be affecting their ability to engage and learn and if any school systems or interventions are available to address these needs. These can include hearing, vision, physical health, sleep, nutrition, sensory needs, safety, regulation, attendance, relationships and belonging.
Work alongside and collaborate with akonga, whanau, kaiako, Senco/LSC, MOE Learning Support and other agencies.	Provide all relevant information required for a Request for Service (RFS). Obtain informed consent from parents/whānau or caregivers and ensure they understand the purpose of the request and the support being sought from RTLB. Ensure signed consent is obtained for RTLB to work collaboratively with the student's teacher/s and other relevant school staff.
Build teacher and staff capability and work alongside the school to support effective systems across the school, including the provision of professional learning	Support building connections and ongoing partnerships with School staff and whanau.

and development (PLD) to individuals, teams and larger groups of staff, in response to identified school and cluster-wide priorities.	
Communicate clearly about progress and next steps and provide timely service delivery.	Communicate when circumstances change or if any barriers are identified.
Provide culturally responsive and inclusive practice and solutions and collaborate with Schools, assisting with data analysis and requests for support at different tiers: Individual, Group, Targeted, or Universal.	Support access to relevant staff and classroom spaces, and share school information to assist with planning and scheduling.
Clarify that RTLB service is not long-term, and that Requests for service will be closed when goals are met or agreed by school/whanau.	School staff will work alongside RTLB, understanding that when goals are achieved, or service delivery is not appropriate to the student's needs, cases will be closed to ensure service delivery is sustainable and capacity is available to pick up other casework within the school.
Maintain professional, confidential, and appropriate records and information in line with privacy and consent requirements.	Share relevant information to enhance and improve outcomes for akonga.

Signatures

Principal/Tumuaki: _____

Senco_____LSC_____

RTLB Cluster Manager: _____