



INTRODUCTION

All learners enrolled at Kilparrin Teaching and Assessment School and Services (Kilparrin) are required to have a documented Negotiated Education Plan (NEP).

NEP Learning Plans are documented and reviewed annually.

(Reference: <http://web.seru.sa.edu.au/Nep/contents/hom/frameset.html>)

RESPONSIBILITIES

Principal

The Principal is responsible for ensuring that all Kilparrin learners have an NEP and that regular reviews occur.

Teachers

Class teachers are responsible for writing the NEP and documenting NEP reviews.

The NEP Learning Plan is part of the reporting requirements at Kilparrin and is reviewed annually as part of this process.

(Reference: <http://web.seru.sa.edu.au/Nep/contents/hom/purpose.html>)

TIMELINES

Term 1: Documenting the NEP

Week 1 to Week 3

Teachers Identify & document *DRAFT* specific goals for each learner based on the previous year's end-of-year report.

Week 3 to Week 5:

Specific goals are agreed between parents/carers and teachers and strengths, accommodations, teaching strategies and parent comments and/or concerns discussed.

From Week 3 to Week 5:

Agreed specific goals are

- incorporated into the NEP Learning Plan document together with additional comments
- inserted into page 2 of the NEP Review Form together with an initial skill level.

Week 6:

Teachers provide a copy of the NEP Learning Plan to the Principal for signature prior to being sent home for parent/carer signature.

Term 3: Reviewing the NEP

Weeks 4 & 5:

Class teachers discuss arrangements for NEP review meeting dates and times with the Principal.

Class teachers confirm meeting times with parents/carers.

Weeks 8 & 9:

NEP review meeting held with parents/carers.

Week 10:

DRAFT summary of the NEP review meeting is typed by the teacher on the NEP Review Form and given to Principal.

PROCESSES

Recommended process for the development of the NEP (ED 040)

1. Meeting with parents/carer is scheduled
2. *NEP SECTION 1 FORM* (ED040) is completed collaboratively with Regional Support personnel, School Principal and the parent/carer
3. *DRAFT* NEP is typed by teacher.
4. *DRAFT* NEP goes home, a few days prior to the meeting, for parent/carer to pencil in comments and additions.
5. Meeting takes place. Additional comments are noted or pencilled in.
6. Teacher revisits original document and types in changes. (The completed copy is put in the Principal's in-tray)
7. Administration SSO sends NEP home for signature (recorded).
8. NEP is signed by parent/carer and returned to Kilparrin.
9. Principal signs NEP.
10. NEP copied.
11. Original sent to parent/carer,
12. Copy filed in learner's file.

Recommended process for the annual review of the NEP

1. Meeting with parents/carer is scheduled (usually in Term 3)
2. The teacher completes the *Specific Goals Review* sheet from the NEP Review Form.
3. Meeting takes place. Teacher records the minutes.
4. Teacher completes the front page of the NEP Review Form. The Administration SSO sends the completed NEP Review Form home for review and signature.
5. Returned to Kilparrin
6. Signed by Principal
7. Copied
8. Original sent to parent/carer
9. Copy filed in learner's file.

'HELP' REFERENCES

Teachers should refer to the SERU web site for support in all aspects of NEP processes, documentation and review.

Reference: <http://web.seru.sa.edu.au/Nep/contents/hom/frameset.html>

Suggestion: click on the 'help' icon

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To be reviewed in 2015 or earlier if needed