



In this issue:

- CM Comment
- Transition Requests
- General Requests
- Schoolgate
- SENCO PD
- BAS
- Workshops
- SENCO Calendar



Important Dates

30 January – RTLB First Day back and available in Schools

31 January – First intake meeting for requests for support.

5 February – RTLB is closed on this day

Kia ora,

Cluster Manager Comment:

This is our final newsletter for 2023 and contains a few reminders and heads up for items of interest in 2024.

Transition Requests for Support:

These are well underway and RTLB are supporting students and their whanau to prepare for their new settings in 2024. Please keep in mind that Transition Cases generally close by the end of week 6 in Term 1, once the transition body of work has been completed. If there is an ongoing need for support, these can be negotiated depending on the length of time the case has been open.

General Requests for Support:

While there are occasions where a brief period of one on one support is required for a student, RTLB are required to build the inclusive practices of the adults working with students. In 2024, all Tatai (action plans) will include a goal for the teacher around adding an inclusive strategy to their kete. This ensures sustainability for the student when the RTLB closes the case and also means that the teacher can use their new learning to support other students that they may meet in their teaching career.

Schoolgate Database Tidy Up (Very Important)

Your Liaison RTLB will be checking with you about any requests on the database that are on processing. Any requests that have not been submitted by the end of week 8 will be deleted automatically as part of the end of year tidy up unless you have explicitly asked your Liaison RTLB not to.

SENCO Professional Development:

A flyer, advertising various opportunities, will come out towards the end of the term for planning purposes.

Bilingual Assessments (BAS)

A reminder to include the MOE Consent Form, RTLB Consent Form and the ELLPs when adding a request to the database for a BAS

Workshops:

We will continue to provide bespoke workshops in schools where we are able to. We respectfully request that we are given at least 6 weeks' notice as we are generally unable to provide last minute workshops without impacting current caseloads.

SENCO Calendar:

Please find attached our SENCO Calendar, this provides a brief overview of dates that may be helpful to refer to or put on your calendar.

Wishing everyone a smooth and positive end to 2023 and a happy Festive Season when it arrives.

Tamara Gersbach
RTLB Cluster Manager

Staffing: Manawanui will be fully staffed in Term 1 2024



Dates for SENCOs 2024

Term 1	
Wednesday 31 January	1st Allocation meeting
Thursday Week 4	Meeting school leadership teams - RTLB role, funding etc. Nuts and Bolts
Term 1 Thursday Week 6	SENCO PD meeting at MoE LS Offices Bishop Dunn Place 1 - 2:30pm
Week 6	Transition cases to be closed
Term 2	
Week 6 Date to be confirmed	SENCO PLD more details to follow
Term 3	
Week 1 - 5	ICS Process TBC by MoE LS
Week 8 Thursday 3pm	All Transition Requests for Support need to be submitted
Week 9 Thursday 3pm	Last request for regular support (R4S) for 2024 allocation
October	New SAC (Special Assessment Conditions) applications to be submitted to NZQA for following year
Term 4	
Weeks 1- 5	The only R4S we will be accepting: <ul style="list-style-type: none"> Starting school Cases that will be with the same teacher in 2025 Late Transitions that are negotiated with the Cluster Manager All other regular R4S will go on a waitlist for allocation in 2025
Week 4 Thursday at 3pm	Final LSF and Requests for support (R4S) submitted
Week 5	Last LSF/ R4S allocation meeting
Week 7	Last LSF invoices to be submitted to RTLB for payment (account-rtlb@papint.school.nz)

General:

Any R4S & LSF applications to be made by 3pm Thursday for allocation on the following Wednesday.

1st Tuesday of every month (Feb-Nov) AT (Assistive Technology) submissions.

ESOL - There are two funding rounds a year (apply by 1 March or 1 August)

ESOL (English for Speakers of Other Languages) funding applications can be submitted at any point through the year.

ORS (On-going Resourcing Scheme) applications can be submitted at any point through the year'

BAS (Bilingual Assessment Service) can be requested (through R4S) after two terms at school'

Once a term SENCO newsletter is sent from RTLB to all SENCO via email.

IYT programme will be in Term 1 and 2

IYA programme will in Term 2

IYA programme will be term 3

SHHN (Special High Health Needs) can be applied for through MOE at any point through the year.

IRF (Interim Response Fund) applications can be applied for through MOE at any point through the year. The Principal needs to make these applications.

SLT (Speech & Language Therapist) applications can be applied for through MOE at any point through the year.