



BEDFORD COUNTRY SCHOOL

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Where every child has every chance, every day to learn with love and laughter



POLICY REGARDING LEARNER SUPPORT

1 PURPOSE

The purpose of this policy is to provide a framework to the management of Bedford Country School for providing learners with support services during their enrolment at Bedford Country School.

2 PLACEMENT & ASSESSMENT

· **Placement and Needs Assessment**– Upon acceptance to the school, learners will be asked to complete a placement and needs assessment process.

This process will also take into account prior learning in determining placement and identifying any special needs.

Orientation– Upon acceptance to school, new learners will be taken through an orientation process to help the learners to get to know the people, culture and rules of the school. This process will also include multiple opportunities for the new learners and parents to ask questions and to give feedback on the orientation process.

Learner Progress & Assessment– Learners and parents will be kept informed regarding the learners' progress through each year and from year to year. Assessment will be done according to the principles of outcomes-based education with additional skills training and assessments added at the discretion of the educators. Based upon these assessments, individual educators will make decisions on which learners may need additional academic support in the form of extra lessons or remedial lessons.

3 PERSONAL DEVELOPMENT

Behaviour Modification / Discipline– Discipline will be maintained at all times during school hours. This discipline must focus on developing the learners' skills in making positive choices to manage their own behaviour and relationships.

Learning Support Programmes– Learners will be given assistance in developing healthy study habits and skills.

Life Skills Programmes– An integrated life skills development programme will be offered to learners. This programme will include emotional coping skills, health and hygiene skills, communication skills, interpersonal relationship skills and entrepreneurial skills.

5 RESOURCES

Library & Multimedia Centre– Learners at the school will have access to a library and multimedia centre on the school campus. These facilities will be available during break times and after school for those learners needing to gather information. These facilities will also be available for educators in preparing lesson material and in making use of multimedia resources as teaching aids.

Equipment– Learners at The school will also have access to a variety of other equipment, including computer systems and other learning tools for use in projects or learning activities.

Internet & Email– Learners will have access to internet and email facilities for educational purposes only. This access will be granted only under supervision and only at specified time periods.

6 SPORT & CULTURE

- **Extra-murals**– A large range of extra-mural programmes will be offered which will cater for a variety of interests among the learners. Learners will be required to participate in at least one weekly extra-mural activity.
- **Multicultural programmes**– A variety of cultural experiences will be offered to learners for the purpose of providing cross-cultural interaction and learning.
- **Language**– The primary medium of instruction at the school is English.
- **Cultural & Sports Development Outside the School**– Learners are also encouraged to participate in sport and cultural activities and events outside of school.

7 SPECIAL NEEDS

Academic– When an educator observes a learner having difficulty academically, the following steps will be taken:

- The material will be re-taught to see if the learner simply missed a key learning opportunity.
- If the problem persists, other educators who educate the child will be consulted in order to determine the extent of the problem.
- A meeting with the learner’s parents will then be arranged to discuss the situation, identify the possible causes of the problem, and plan a course of action.
- If necessary, the learner will be referred for extra lessons, in-house remedial therapy, or external special educational programmes.

Remedial– Remedial lessons are available to learners who have been identified as having special needs. These lessons are facilitated by a qualified remedial educator.

External Referrals– Where necessary, learners may be referred to external specialists in a particular field of remedial education.

Emotional– When an educator observes a learner have difficulty emotionally, the following steps will be taken:

- *The educator will approach the child and inquire about the problem and seek to help the learner to solve the problem
- *If the problem persists, other educators who educate the child will be consulted in order to determine the extent of the problem.
- *If the problem continues to interfere with the learner’s ability to function at school, permission will be sought from the learner to approach the parents and to get involved in helping to solve the problem.
- *If necessary, the learner may be referred to an external counsellor.

8 HEALTH & SAFETY

First Aid– A first aid kit will be available in the school at all times during the school day. A first aid kit must be available during any sporting activity and on every outing involving learners from the school.

Emergency Procedures– Every teacher in the school must be given a list of procedures to follow in the case of an emergency. Emergency procedures must be posted in every classroom in the school. Periodic drills must be run to ensure readiness of learners and staff to respond to an emergency.

HIV/AIDS Policy - For details, see HIV/AIDS Policy.

Bullying Policy– For details on the procedures used to address bullying in the school, see Bullying Policy.

9 ADMINISTRATION

Student/Parent Database– The administration office will keep an up-to-date electronic database of all learners and parents. An alumni contact list for past learners and parents will be kept for ongoing communication from the school.

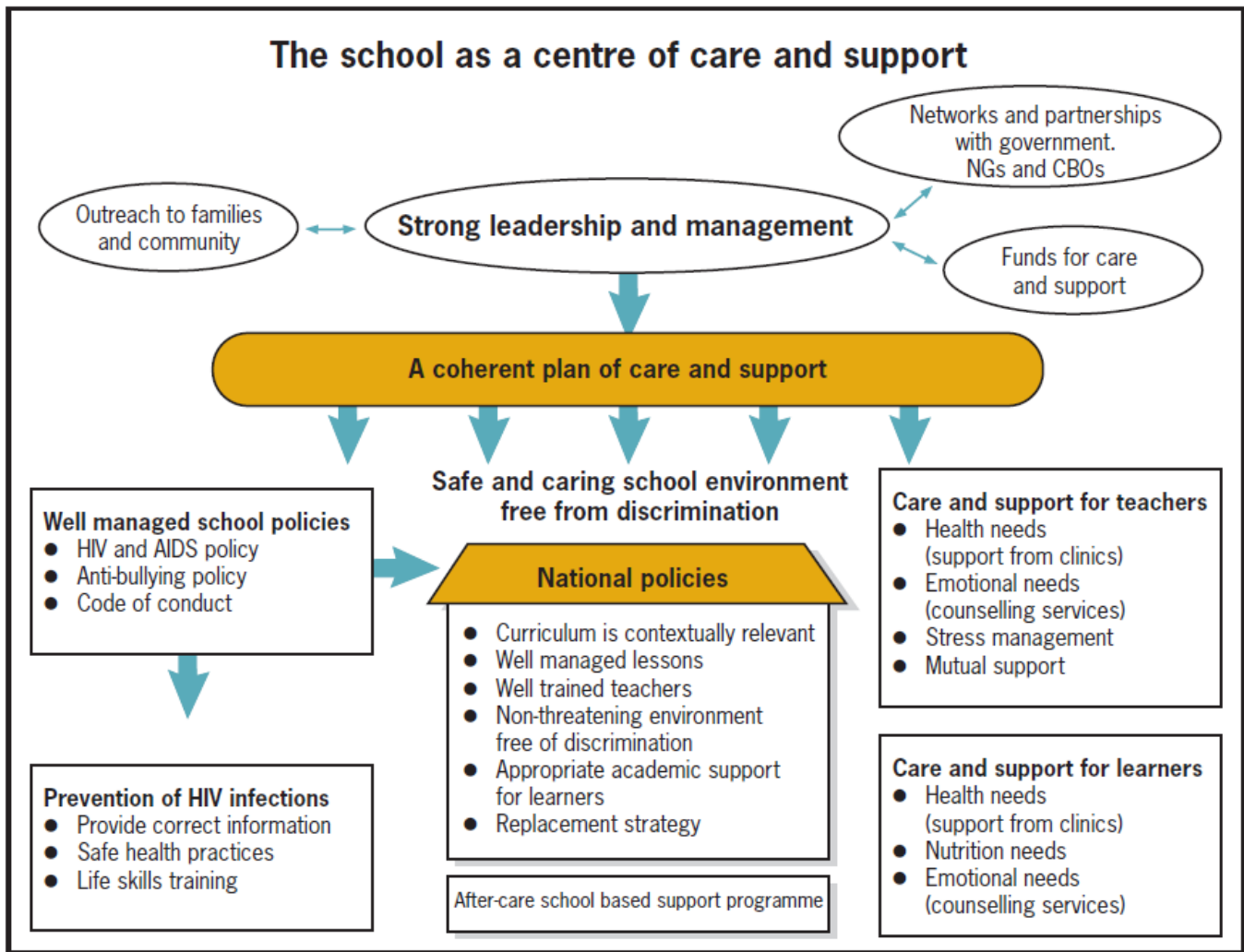
Qualitative & Quantitative Research– In keeping with the concept of Whole School Development, ongoing research will be conducted to gather information to be used in evaluation and planning to further enhance the educational experience for learners and educators.

Financial Aid– At the discretion of the principal, reduced fees may be offered to individual learners or families who can demonstrate financial need.

Bursary Programme– An externally sponsored bursary programme will offer bursaries to learners and families who meet the criteria established by the board of trustees of the school. A monitoring process will also ensure that recipients of bursaries continue to meet the criteria for this programme. If a learner or family fails to maintain eligibility for the programme, the school fees for that learner or family will revert to their normal level.

10 PARENTS

Parent Support Programme– Parent meetings will be held periodically to provide information to parents useful in supporting their children in the school. Parent meetings will be scheduled at the time that learner reports are made available to provide feedback that parents can use in encouraging and motivating their children at the school. Individual educators will contact parents when necessary to pass on information on individual learners' progress or problem areas to assist parents in addressing any problem areas or enable parents to encourage further improvement.



This policy was adopted by the School Management on _____

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____