

# Fact sheet – One Plan – information for parents

## What is a One Plan?

The One Plan is an online personalised learning plan that contains information to support your child's inclusion and achievement in preschool and school.

It is a working document that is reviewed and updated throughout the year.

Your child's One Plan is developed in partnership with families, the child, preschool / school staff and other relevant personnel.

The One Plan replaces the range of different education / learning plans (e.g. NEP / ILP / IEP) and brings them together in one on line document.

## Who has a One Plan?

The plan can be used for any child or young person.

At present the scope for One Plan includes the following priority groups:

- children in preschool with extensive adjustments
- students with disability
- children and young people in care (under guardianship)
- Aboriginal children and young people.

## What are the benefits of the One Plan?

For your child:

- Personalises goals and adjustments. These adjustments maybe to the curriculum, the environment, or the teaching instruction
- Provides an opportunity for them to voice, share and record their interests, strengths, motivations and aspirations
- Supports transition of information to other preschools / schools through timely transfer of the learning plan
- Provides information about progress.

For you as a parent\*:

- It includes your voice about your child's learning, their strengths, interests, motivations and aspirations
- Supports effective communication
- Documents agreed actions
- Supports and documents your child's ongoing learning journey.

For the teachers:

- Promotes sharing of information for planning and supporting your child

*\*parent refers to a child's parent(s) / carer / guardian*

- Provides clear, concise, and timely information
- Supports the planning process
- Facilitates transition planning
- Monitoring of progress and growth.

## What is my role in the One Plan?

As the parent your input into the plan for your child is invaluable as no-one knows your child better than you.

Your role is to:

- Provide information you that supports the partnership with the preschool /school
- Attend the planning and review meetings
- Endorse the learning plan before the plan is published.

## What is the purpose of the One Plan meeting?

The purpose of the meeting is to discuss the needs and adjustments that may be required to best support your child's learning.

## Who attends a One Plan meeting?

The Preschool Director / Principal / Delegate usually arranges for relevant people to attend. These may include:

- A person you wish to invite such as such as a friend, family member
- An interpreter, a representative from other agencies or an advocate support person.
- A support service.

Your child may be included in the meeting to provide their perspective.

The preschool or school will need to know who is attending the meeting.

## How often is the One Plan reviewed?

The One Plan is reviewed annually. It is a working document that can be updated throughout the year as required.

## Is there a timeline for writing a plan?

The learning plan is a working document that is reviewed annually and should contain timelines that have been negotiated between the preschool / school and you as a parent.

## How will the parent know if there are changes to the plan?

As your child develops in their learning or if additional information is received, adjustments may be made to the plan by the teacher.

You can be involved in a range of ways. For example the teacher may contact you by phone or email; you may have an informal or formal conversation.

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## What if I'm unable to attend a One Plan meeting?

If you are unable to attend a One Plan meeting please contact the preschool/school to arrange another time to meet. You may wish to ask for a draft plan to be sent to you in advance to allow you to think about the information you wish to share at a future meeting.

## Who can see my child's One Plan?

Your child's One Plan is an online document that can only be seen by teachers and support staff at the preschool / school at which they are enrolled.

To assist the successful transition of the student, the 'future' enrolled school is able to view the learning plan as part of the transition process from preschool to school as well as primary to secondary.

Student Support Services are able to see the plan once a child has been referred to them for support and the parent / carer / guardian has signed permission for their involvement.

The preschool / school provide a copy of a published plan to the Case Manager, Department for Child Protection for a child / young person in care (under the guardianship).

## What information is documented in the One Plan?

There are seven screens to collect and record information in the One Plan.

These include:

**Overview** – this includes your child's learning priorities and achievements and growth points from the Early Years Learning Framework, the Australian Curriculum or SACE.

**Background** – this is pre-populated by school and preschool systems with enrolment information regarding the student.

**Services** – information is recorded here regarding any external government and non-government providers e.g. NDIS, Student Support Services and private service providers.

**Perspectives** – is about the collective voice from teacher/s, child / student, parent / carer, guardian, and service or agency point of view. It provides information about your child's strengths, interests, motivations and aspirations.

**Aims and Goals** – the learning aims and goals are documented with supporting adjustments.

**Support** – documents the support provided by the preschool / school including details about who will provide the support, frequency of the support nature of the support.

**Notes / Agreed Actions** – document any additional information and agreed actions from all involved.

## Can I have a copy of my child's One Plan?

The preschool / school will provide you with a copy of your child's plan once it is endorsed and published.

If adjustments are made during the year you can be involved in a range of ways. For example the teacher may contact you by phone or email; you may have an informal or formal conversation. You can receive a copy of the updated plan.

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## Is the One Plan a legal document?

The One Plan is not a legal document. It contains information about your child, the support they require and mutually agreed actions.

It outlines the roles and responsibilities of relevant personnel supporting your child.

## What do I need to bring to a One Plan meeting?

Bring any information that you feel the preschool / school requires. This information may include:

- External service providers involved with your child and the service they provide
- Results and reports from any assessments by professionals
- Knowledge about your child's strengths, interests, motivations and aspirations.

## Is there a One Plan grievance procedure?

If you have a concern about the process or content of the plan, make a time to meet with your child's teacher to discuss your concern. Should you feel that the matter has not been addressed, arrange a time to meet with a preschool / school leader.

Throughout the process your child will continue to be supported to meet the learning goals in the plan.

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