



Rotorua East Kāhui Ako Learning Support Register Consent Form

Why are we sharing information?

Our school/kura/early childhood centre is part of a group of education providers that shares information to:

- identify children and young people who might need additional learning support
- ensure that the adults who work with children (such as teachers or teacher aides) have the skills and resources they need to support them
- decide what additional learning support would help children and young people, whether individually or in groups.

The Ministry of Education may use information on the register for the purpose of administration and analysis, for example to find out about the overall numbers of children requiring specific types of support. This will allow the Ministry to plan ahead for numbers of staff and specialists, and other services and types of support.

What information will we share?

The members of our Rotorua East Community of Learning - Kāhui Ako

Rotorua Lakes High School, Mokoia Intermediate School, Ōwhata Primary School, Rotokawa Primary School, Lynmore Primary School and the Ministry of Education share information for a collective learning support register that contains:

- name, gender and ethnicity to identify support that reflects the child's identity, language and culture
- date of birth and year level, to identify support that is appropriate to their age
- the type of support needed
- additional learning needs, e.g. dyslexia, autism spectrum.
- any health issue, disability or learning difficulty that means a child needs particular types of support
- services and support they are already receiving
- family circumstances, but only where these are directly relevant to the child's learning support needs

If you agree, we will put information about your child's additional support needs on the Rotorua East Community of Learning - Kāhui Ako Learning Support Register.

Who will see the information?

Only a small panel team of people will have access to the register for the purposes explained in the first paragraph. It will include

- a designated school staff member with responsibility for learning support (e.g. special education needs teacher)
- the designated Kahui Ako Coordinator
- a resource teacher learning and behaviour
- the Kahui Ako designated MICAMHS clinicians
- the learning support facilitator (a Ministry of Education staff member).

These people will meet regularly to discuss the register and how best to respond to the needs of children and young people on the register.

In some situations, other organisations may be able to help to determine the appropriate support for a child or young person. We will seek your agreement before other organisations are involved.

How we will keep the information safe?

Any information will be transmitted and stored securely via password protected files, which only authorised people will be able to access.

Information about children and young people no longer enrolled with an education provider in the Rotorua East Kāhui Ako will be removed from the register.

Students no longer needing learning support will be kept on the register and monitored for a time then removed from the group register.

How you can see and correct the information?

You can request access to the information through the school/kura Principal and may correct any inaccuracies.

What will happen if you don't agree to your child's information being shared?

If you do not agree to your child's information being included on the register, we will still provide support for your child's needs within our school/kura/early learning service. But if your child's information is not on the register, they may not be able to gain early access to resources provided across the group.

You can decide to withdraw your consent at any time by contacting your school.



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I agree to personal information about _____ *[child's name]*
being included on the register and that information being shared with the group of people listed for the purposes
explained above.

Parent's Name _____

School _____

Signature _____

Date _____