



# About the Disability Inclusion Profile meeting

The Department of Education



Easy English

## Hard words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**
  
- we write what the hard word means.

## You can get help with this book



You can get someone to help you

- read this book
  
- know what this book is about
  
- find more information.



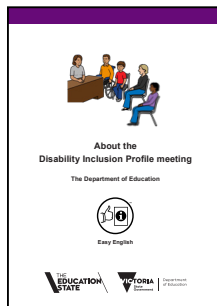
We will write contact information at the end of this book.

## About this book



Department  
of Education

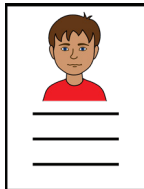
This book is from the Department of Education.



This book is about the meeting for the  
**Disability Inclusion Profile.**



The Disability Inclusion Profile helps us know  
how to support your child better at school.



We call it **the profile.**



This book tells you what happens at the  
profile meeting.

## What is the profile about?



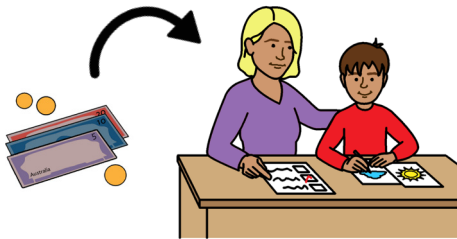
The profile will tell us

- what your child can do well at school



- what support your child gets at school

- whether your school can get **funding**.

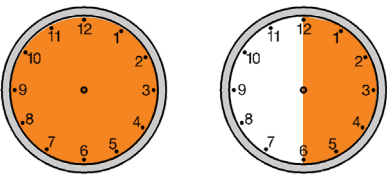


Funding is money your school gets to give extra support to your child.

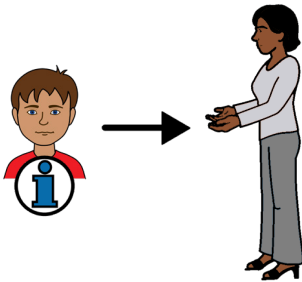
## What is a profile meeting?



A profile meeting is where we complete the profile with you and your child.



The profile meeting will take about 90 minutes.

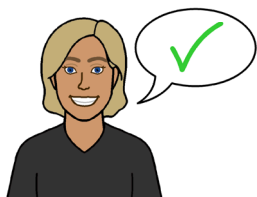


The profile meeting will help us collect the information we need.

## Before the meeting



You need to give **consent** before we can collect your child's information.



Consent means you say **yes**.



You can decide if you want your child to take part.



You can say

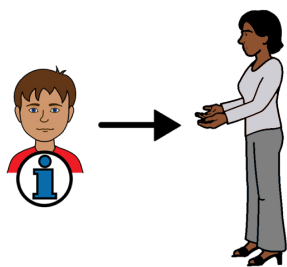
- yes

or

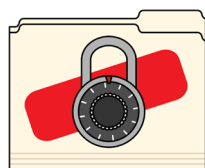


- no.

## How will we use your information?



We will only collect the information we need to support your child at school.



We will keep your child's information **private**.



Private means we will **not** share your child's information with other people unless

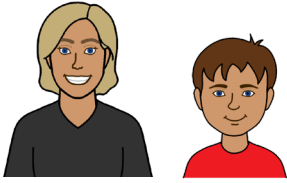
- you say we can

**or**



- the law says we have to.

## Who will be at the profile meeting?



The people at the profile meeting will include

- you and your child



- the teacher



- the principal



- other people who work with your child
  - for example, a psychologist.



The same people might also attend a **Student Support Group** or SSG.



The SSG helps students with disability get the right support at school.



## Who will run the meeting?

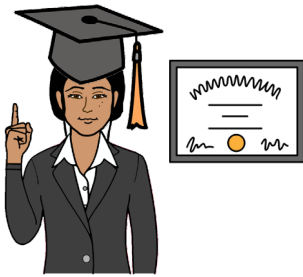


The person who runs the meeting is called the **facilitator**.



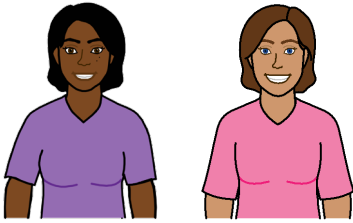
The facilitator

- helps the group agree on what support your child needs



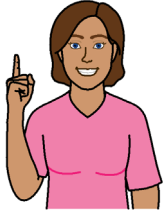
- is trained
- does **not** work for your school.

## Can you bring a support person?



You can ask a support person to come to the profile meeting with you.

For example, an **advocate**.

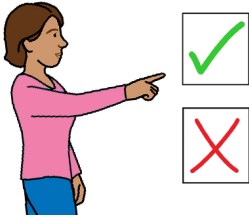


An advocate can help you

- understand information



- say what you want



- make decisions.

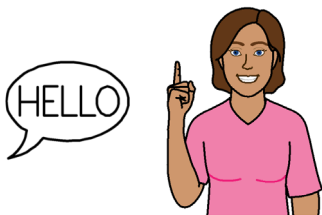


If you need help with English, we can get an **interpreter** to come to the meeting.



An interpreter is a person who can

- speak your language



- help you understand English.

## How can your child take part in the profile meeting?



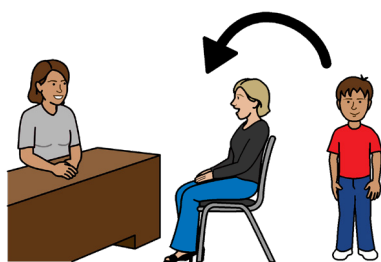
Your child can join the profile meeting

- in person

or



- by communicating what they want to say to someone they trust.



We will help your child join the meeting in the way they want.

Your child can communicate to us what they think in different ways.

For example, your child can communicate to us in



- a video



- a photo
- a drawing.

## How can you prepare for the profile meeting?



You can use the **Parent Voice Tool** to help prepare for the profile meeting.

The Parent Voice Tool is a form you can fill in with your school.

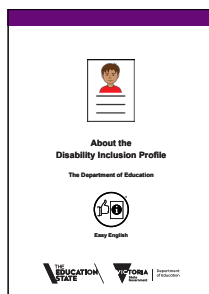


You can ask your school for more information about the Parent Voice Tool.

You can get the Parent Voice Tool from our website.

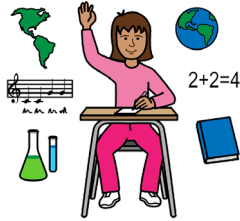


[education.vic.gov.au/PAL/disability-inclusion-profile-parent-voice-tool.docx](http://education.vic.gov.au/PAL/disability-inclusion-profile-parent-voice-tool.docx)



You can read our Easy English book about information we need for the profile.

## What will happen at the profile meeting?



The facilitator will ask

- what your child can do



- what your child's goals are



- what helps your child learn at school.



The meeting will also talk about

**levels of adjustment.**



Levels of adjustment means how much support your child needs at school.



You can

- ask questions at any time

- say if you do **not** understand something.

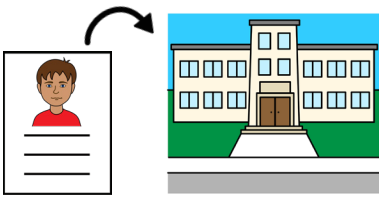
## Your school will get a report



The facilitator will write a report after the profile meeting.



The report will be about what people said at the meeting.

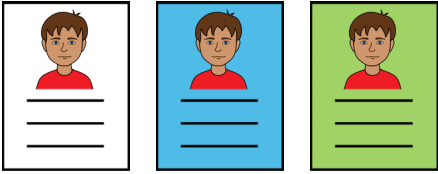


Your school will get a copy of the report.



Your school will talk to you about the report.

## What will happen next?



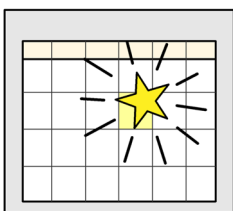
Your child will likely need 2 or 3 profiles during their school years.



The school will let you know when we need to complete another profile.

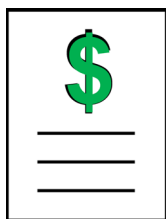


You will get a chance to go to more SSG meetings.

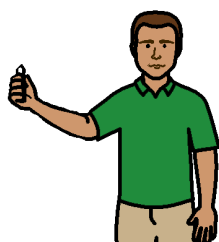


The report will say how often the SSG meetings should happen.

## If you are not happy with the outcome



An **outcome** is the decision we make after the profile meeting.



If you are **not** happy with the outcome of the profile meeting you can talk to

- your child's teacher



- the school principal.

Your school can ask us to **review** the outcome.



Review means we check if the outcome is fair.



## More information



For more information contact the Department of Education.



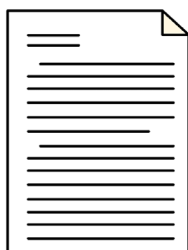
Website

[vic.gov.au/disability-inclusion-extra-support-children-disability](http://vic.gov.au/disability-inclusion-extra-support-children-disability)



Email

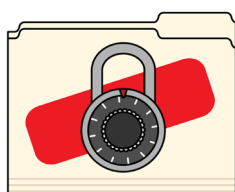
[disability.inclusion@education.vic.gov.au](mailto:disability.inclusion@education.vic.gov.au)



### Parent Voice Tool

You can get the Parent Voice Tool on our website.

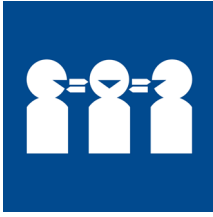
[education.vic.gov.au/PAL/disability-inclusion-profile-parent-voice-tool.docx](http://education.vic.gov.au/PAL/disability-inclusion-profile-parent-voice-tool.docx)



### How we keep information safe

Go to our website to read our privacy policy.

[education.vic.gov.au/pal/privacy-information-sharing/policy](http://education.vic.gov.au/pal/privacy-information-sharing/policy)



### **If you do not speak English**

Ask the Translating and Interpreting Service or TIS in your language to make a phone call.



Call            131 450

Give the TIS officer the phone number you want to call.



### **If you need help to speak or listen**

The National Relay Service can help you make a phone call.



Call            1800 555 660



Website      [bit.ly/nrs-helpdesk](http://bit.ly/nrs-helpdesk)

Give the relay officer the phone number you want to call.



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