



**SUPPORT GUIDELINES**  
**Ecole Européenne Luxembourg 1**  
**Maternelle et Primaire**

<b>SUPPORT</b>	<b>CLASS TEACHER</b>	<b>SUPPORT TEACHER</b>	<b>SUPPORT DELEGATE OF THE SECTION</b>	<b>PARENTS</b>	<b>SUPPORT FORM</b>
<b>GENERAL SUPPORT (GS)</b>  Support teacher gives extra help in class during the lesson.	<ul style="list-style-type: none"> <li>Asks section delegate for support time</li> <li>Plans support help</li> <li>Makes a note in his/her weekly planning</li> </ul>	<ul style="list-style-type: none"> <li>Makes a note in his/her planning</li> </ul>	<ul style="list-style-type: none"> <li>Divides support hours of the section</li> <li>Fills in the periods of GS on support time table of the section</li> <li>Sends time table of the section to SUPCO</li> </ul>		
<b>GENERAL SUPPORT (GS)</b>  Support teacher gives short-term extra lessons to a small group of pupils. In exceptional cases support teacher gives help to an individual pupil.	<ul style="list-style-type: none"> <li>Asks section delegate for support time</li> <li>Plans level of support</li> <li>Makes a note in his/her planning</li> <li>Fills in Group Learning Plan for General Support in co-operation with support teacher</li> <li>Lets support teacher sign</li> <li>Sends the Group Learning Plan for General Support to SUPCO</li> <li>Informs parents</li> </ul>	<ul style="list-style-type: none"> <li>Assists class teacher in completing Group Learning Plan for General Support.</li> <li>Signs the Group Learning Plan for General Support</li> <li>Makes suggestions for extra resources</li> </ul>	<ul style="list-style-type: none"> <li>Divides the support hours.</li> <li>Fills in the periods of GS on support time table of the section</li> <li>Sends time table of the section to SUPCO</li> </ul>		Group Learning Plan for General Support

SUPPORT	CLASS TEACHER	SUPPORT TEACHER	SECTION DELEGATE	PARENTS	SUPPORT FORM
<p><b>MODERATE SUPPORT (MS)</b></p> <p>Support teacher gives medium-term extra lessons to one child or a small group of children with mild learning difficulty or in need of more targeted support in or outside the class.</p> <p><b><u>Period 1:</u></b> October till end of January</p> <p><b><u>Period 2:</u></b> February till end of the school year</p>	<ul style="list-style-type: none"> <li>• Fills in “Request for Moderate Support” and sends to SUPCO before the end of September and/or January.</li> <li>• Asks permission from parents. Form will be distributed by SUPCO</li> <li>• Gives signed permission back to SUPCO</li> <li>• Plans support in co-operation with support teacher.</li> <li>• Makes a note in his planning</li> <li>• Fills in the Individual Plan for Moderate Support (IPMS) in co-operation with support teacher.</li> <li>• Informs and discuss the IPM with parents and support teacher</li> <li>• Lets support teacher and parents sign.</li> <li>• Sends IPMS to SUPCO</li> <li>• Discuss evaluation with support teacher and parents</li> <li>• Asks in special cases the psychologist to observe pupil.</li> </ul>	<ul style="list-style-type: none"> <li>• Helps class teacher to plan the support.</li> <li>• Helps to write IPM for MS in October and February.</li> <li>• Can be present in the meeting with parents.</li> <li>• Makes a note in his/her planning</li> <li>• Do evaluation in January and/or June</li> <li>• Give evaluation report to class teacher</li> <li>• Discuss evaluation with class teacher and parents</li> <li>• Sends conclusion of evaluation to SUPCO before end of January and/or June</li> </ul>	<ul style="list-style-type: none"> <li>• Divides support hours</li> <li>• Discuss with SUPCO if section needs more hours for MS</li> <li>• Fills in periods of MS on support time table of the section</li> <li>• Sends time-table of the section to SUPCO</li> </ul>	<ul style="list-style-type: none"> <li>• May submit a request for moderate support for their child.</li> <li>• Signs permission and gives it back to class teacher</li> <li>• Participates in discussing the IPMS</li> <li>• Participates in discussing the evaluation</li> </ul>	<p>Individual Plan for Moderate Support. (IPMS)</p>

SUPPORT	CLASS TEACHER	SUPPORT TEACHER	SECTION DELEGATE	PARENTS	SUPPORT FORM
<p><b>INTENSIVE SUPPORT B (ISB)</b></p> <p>Normally for new pupils</p> <p>Support teacher or a specialized teacher gives Intensive Support on short – term basis for a pupil without special educational needs, who is unable to access the curriculum</p>	<ul style="list-style-type: none"> <li>• Fills in “Request for Moderate Support”</li> <li>• Asks permission from parents. Form will be distributed by SUPCO</li> <li>• Gives signed permission back to SUPCO</li> <li>• Plans support in co-operation with support teacher.</li> <li>• Makes a note in his planning</li> <li>• Fills in the Individual Plan for Moderate Support (IPMS) in co-operation with support teacher.</li> <li>• Informs and discuss the IPM with parents and support teacher</li> <li>• Lets support teacher and parents sign.</li> <li>• Sends IPMS to SUPCO</li> <li>• Discuss evaluation with support teacher and parents</li> <li>• Asks in special cases the psychologist to observe pupil.</li> </ul>	<ul style="list-style-type: none"> <li>• Helps class teacher to plan the support.</li> <li>• Helps to write IPM for MS in October and February.</li> <li>• Can be present in the meeting with parents.</li> <li>• Makes a note in his/her planning</li> <li>• Do evaluation in January and/or June</li> <li>• Give evaluation report to class teacher</li> <li>• Discuss evaluation with class teacher and parents</li> <li>• Sends conclusion of evaluation to SUPCO before end of January and/or June</li> </ul>	<ul style="list-style-type: none"> <li>• Divides support hours</li> <li>• Discuss with SUPCO if section needs more hours for ISB</li> <li>• Fills in periods of ISB on support time table of the section</li> <li>• Sends time-table of the section to SUPCO</li> </ul>	<ul style="list-style-type: none"> <li>• May submit a request for Intensive Support B for their child.</li> <li>• Signs permission and gives it back to class teacher</li> <li>• Participates in discussing the IPMS</li> <li>• Participates in discussing evaluation</li> </ul>	<p>Individual Plan for Moderate Support. (IPMS)</p>

SUPPORT	CLASS TEACHER	SUPPORT TEACHER	SECTION DELEGATE	PARENTS	SUPPORT FORM
<b>INTENSIVE SUPPORT A (ISA)</b>  A specialized teacher gives long-term extra lessons to pupils with a diagnosed special educational need. The pupil can follow school curriculum or a modified curriculum.	<ul style="list-style-type: none"> <li>Indicates to the parents that their child needs more specific help.</li> <li>Informs parents about the kinds of support school can offer.</li> <li>Informs the parents about the ISA process.</li> <li>Informs parents that they can start the procedure by sending a letter to the deputy head to ask more specific help for their child.</li> <li>is present in the Support Advisory Group meeting (SAG)</li> <li>Helps support teacher to fill in Individual Plan for Intensive Support (IPISA)</li> </ul>	<ul style="list-style-type: none"> <li>Reads the file of the pupil.</li> <li>Makes time table in co-operation with class teacher and sends it to the administration and SUPCO</li> <li>Fills in Individual Plan for Intensive Support in co-operation with class teacher and sends it to administration and SUPCO.</li> <li>Invites parents and class teacher to discuss and sign IPISA.</li> </ul>		<ul style="list-style-type: none"> <li>Send a letter to the deputy head to ask specific help for their child</li> <li>.</li> <li>Send medical and/or psychological reports to school</li> <li>are present in the Support Advisory Group meeting</li> <li>Discuss IPISA with support teacher and class teacher</li> <li>Sign convention and/or tripartite agreement</li> </ul>	Individual Plan for Intensive Support (IPISA)

- Sometimes a pupil needs help of an assistant. This can be for Moderate Support, Intensive Support B or Intensive Support A. Class teacher is responsible for paperwork.