

## What is an IP?

An IP is an Individual Plan made specially for your child. An IP meeting is a group meeting to set learning goals for your child.

## Who is involved in the IP meeting?

All the people involved in the child's care and education are valuable members of the team supporting your child, and can contribute to the meeting as long as you are comfortable having them there.

As the parent/caregiver, your contribution is the most valuable as you know your child the best. With your insight into their strengths, interests and needs, the whole team will target specific developmental skills for your child.

### Possible team members could include:

- Advisor on Deaf Children (AoDC)
- Other teachers (if your child attends another centre)
- Early Intervention Teacher (EIT)
- Speech Language Therapist (SLT)
- Physiotherapist/Occupational Therapist
- NZSL Tutor (First Signs/Deaf Aotearoa)
- Key Teacher

## What is the purpose of the meeting?

The purpose of the group meeting is to identify and set up systems to support your child in their individual goals.

- Identifying extra supports needed such as Educational Support Worker (ESW) time, additional equipment, or specific training for team members
- Adjustments or adaptations to regular Preschool routines

## Individual Plan (IP) Introduction

“He taonga te mokopuna,  
kia whāngaia, kia tipu, kia rea.

A child is a treasure, to be nurtured,  
to grow, to flourish.”



### Contact us

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## What happens during the meeting?

If it is the first IP, the meeting will start with an opening karakia followed by team introductions to ensure everyone is aware of each other's roles or relationships with your child. If an interpreter is present their role will be explained too.

Each person will have a valuable contribution to make to the development of the IP plan. A facilitator and note-taker will be nominated at the beginning of the meeting.

It is the facilitator's role to ensure each person has a chance to speak and agree on the learning goals for your child.

The note-taker is responsible for recording the goals, writing the IP document, and distributing it to each team member for review no later than two weeks from the date of the meeting. The finalized IP document will be distributed no later than a month from the date of the meeting.

## What is recorded in the plan?

The document is set out as a folded page so the goals are on the front, and your child's personal details are kept out of sight. The team members, venue, meeting date, and date for the next meeting are recorded also.

The inside of the document details in columns:

- your child's strengths
- where they are in their learning and development now
- what their learning focus will be
- how we will support them to achieve their goals
- what the achievement of these goals will look like (success criteria)
- team member aspirations for their future.

Success  
goes beyond  
learning; it's  
about living.



## Your contribution:

A **IP Question Form** has been developed for you to think about and fill in about your child before the meeting. Please take the time to complete it. This will help you remember your contributions and questions during the meeting.

“ Nāu te rourou,  
nāku te rourou, ka ora ai te iwi

With your food basket and  
my food basket  
the people will thrive. ”

