



# We want to meet you

## The Department of Education



Easy English

## Blue words

Some words in this book are **blue**.

We write what the blue words mean.

## Help with this book



You can get someone to help you

- understand this book
- find more information.



Contact information is at the end of this book.

# About this book



Department  
of Education

This book is from the Department of Education.

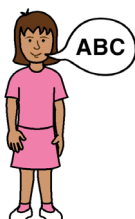


This book is about a meeting we want to have with you.



We want to meet you to

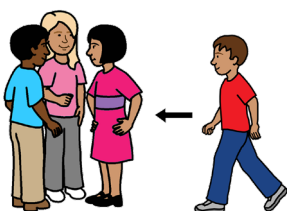
- get to know you better



- find out what you do well at school



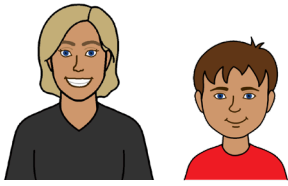
- find out if you need extra support



- **include** you better at school.

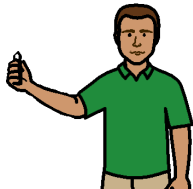
Include means you belong and can join in.

## Who will be at the meeting?



The people at the meeting will be

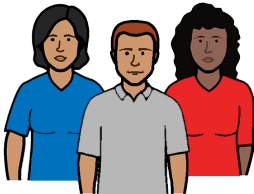
- you and your parent



- your teacher



- your principal



- other support people



- the **facilitator**.

The facilitator is a person who runs the meeting.



You can choose to go to the meeting or **not** go to the meeting.

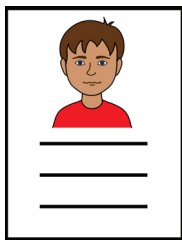
## What will happen at the meeting?



The meeting will help us get to know you.

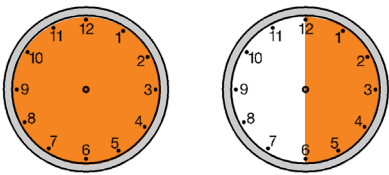


We will ask questions about you.

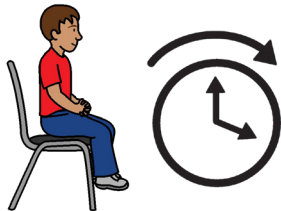


We use the answers to make your **profile**.

Profile means information about you.



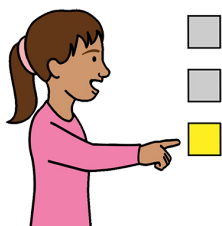
The meeting will take about 1 hour and a half.



You can be at the meeting for as long as you like.



We can only have the meeting if your parents say **yes**.



You can choose to let us know what you think in the meeting.

## How can you talk to us?

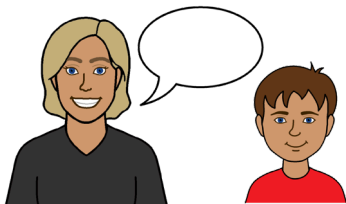
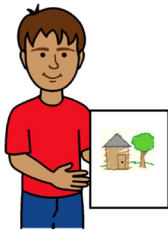


You can talk to us in the way you want.



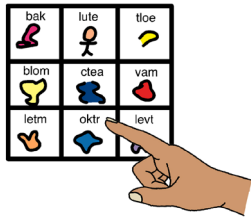
You might want to

- use your voice
- draw a picture
- show us photos
- play a video
- play a voice recording.



You can choose someone you trust to tell us about you.

For example, your mum.

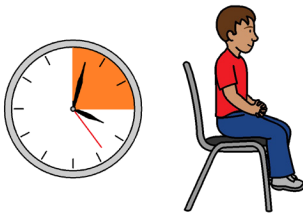


If you come to the meeting you can choose to use our **communication cards**.

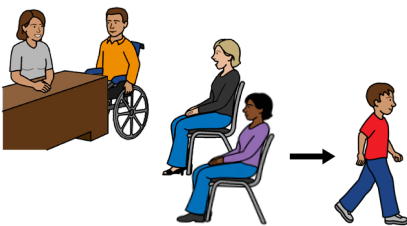


You can use the communication cards to tell us things like

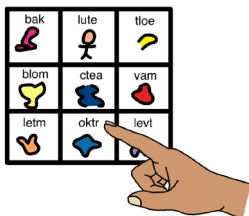
- you do not understand a question



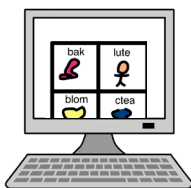
- you need a break



- you want to leave the meeting.



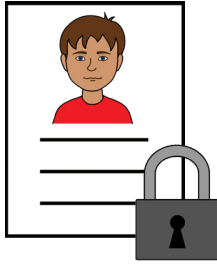
You can hold up or point to the card that you want to use.



The communication cards are on our website.



You can also ask someone to get the communication cards for you.



## Who will see your answers?

We will keep your answers **private**.

Private means other people can only see your answers if

- your parents say **yes**

or

- the law says we must.

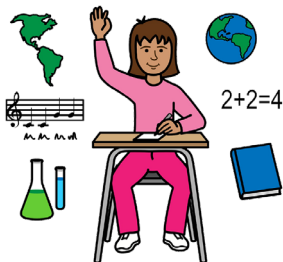


## What do we want to know?

### How do you learn?

We want to know what support you need to

- focus on school work



- solve problems.



## How do you do your school work?



We want to know what support you need to do your work in class.

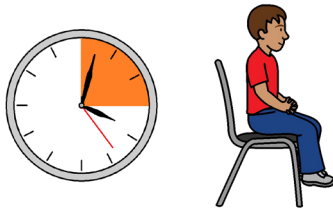


We want to know what support you need to work alone.



For example

- you can work in a quiet place



- you can have a break.



You can tell us what you are good at.



You can tell us what you like to do.



## How do you communicate?

We want to know what support you need to talk to others at school.

For example, do you use pictures?

## How do you take care of yourself?

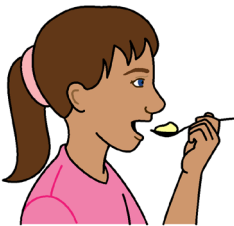
We want to know what support you need to take care of yourself at school.

For example, what support do you need to

- eat and drink

or

- go to the toilet.





## How do you get along with others?

We want to know what support you need to get along with other people.



For example, what support do you need to

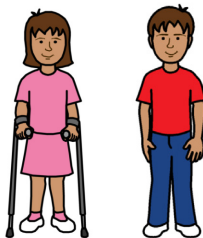
- follow rules

or



- make friends.

## How do you move?



We want to know what support you need to use your body.

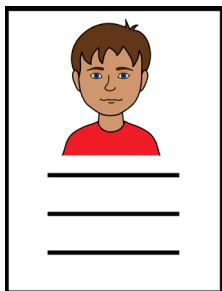


For example, do you need anything to get around?

## What happens after the meeting?

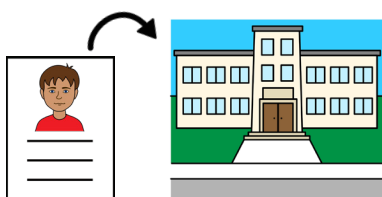


The facilitator will write a report.



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

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

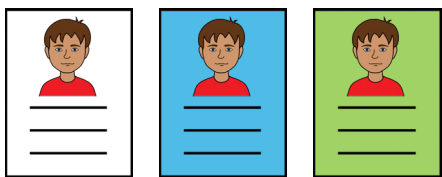


Your school will get a copy of the report.



Your school will talk to you and your parents about the report.

## What will happen next?



You might need to do another profile when you are older.

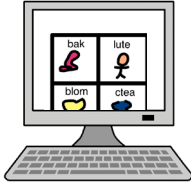


Your school will let you know when you need to do another profile.



## More information

Get communication cards online.



Website

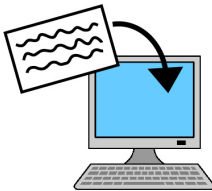
[go.vic.gov.au/3TkZH5f](https://go.vic.gov.au/3TkZH5f)

Find out how we include people with disability.



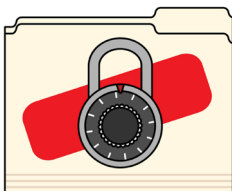
Website

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



Email

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

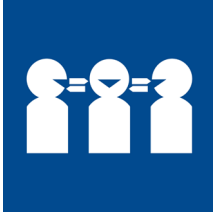


## How we keep information safe

Go to our website to read our privacy policy.

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

## If you do not speak English



Use the free Translating and Interpreting Service or TIS.



Call            131 450

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

## If you need help to speak or listen



Use the National Relay Service to make a phone call.

You must sign up to the service first.



Call            1800 555 660



Website    [accesshub.gov.au/nrs-helpdesk](https://accesshub.gov.au/nrs-helpdesk)

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