



LATVIJAS REPUBLIKA
JELGAVAS NOVADA PAŠVALDĪBA
SVĒTES PAMATSKOLA

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Support personell team statutes
Svete Parish in Jelgava Local Municipality

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Issued in accordance with Section 72, Paragraph one, Clause 1, Cabinet of Ministers Regulation No. 1338 of 24 November 2009, Procedures for Providing the Safety of Students in Educational Institutions and Measures Organised therein, Section 3.5, Section 68 of the Law on the Protection of the Rights of the Child and Paragraph 29 of the Law of the School.

1. General rules

- 1.1. The support team is a team of professionals designed to support pupils and their parents in addressing pedagogical and social learning problems.
- 1.2. The support team shall consist of the following specialists: social pedagogue, psychologist, special pedagogue. The nurse is participating upon the need.
- 1.3. Parents, classroom teachers, Orphan's Court, Social Service, State and Local Government Police, etc. specialists may be invited to the work process of the support team, to address the problems claimed.
- 1.4. Any pupil, his or her parents or school staff may submit a problem to the support team:
 - 1.4.1. verbally speaking to any of the support team's specialists.
 - 1.4.2. A psychologist, speech therapist and social pedagogue shall take the planned action if one of the applicants has submitted in written form his or her needs.

2. Aim of the support personell team

- 2.1. Establish cooperation to address the challenges raised by the school within the framework of the competence of support team specialists (participants).
- 2.2. Provide coordinated support to pupils, their parents and school staff.

3. Suppor personell work organization

- 3.1. The support team shall be established in the educational institution and its composition shall be altered by an order of the school director.
- 3.2. The support team shall select a protocolist, the leader of the group shall be appointed by school Director with the order.
- 3.3. All sessions of the support team shall be drawn up with a protocol signed by the entire support team.
- 3.4. The problem agent or incident coordinator may be any member of the team.
- 3.5. Support team members shall meet time by time and at least once per month, when necessary inviting other school staff (e.g. class and other teachers), to address the specific problem.

- 3.6. Nurse shall attend team meetings if there are specific cases to be addressed in cooperation with the nurse.
- 3.7. Support work is organised on a case-by-case basis as long as the pupil or other stakeholders are able to deal with their own problems independently or the problems are resolved entirely.
- 3.8. Members of the support team shall ensure effective circulation and feedback, in accordance with the principles of confidentiality, i.e. issues discussed in the team shall be disclosed outside its composition only if this is necessary to resolve the problem.
- 3.9. Each member of the team shall respect confidentiality within the framework of his or her professional ethics.

4. Support team tasks

- 4.1. To deal with the challenges posed by the pupil's success, behaviour, health, safety and investigating the causes of the problem.
- 4.2. Provide support to pupils and/or their parents, school staff in tackling problems, jointly identifying the most appropriate means of solving the problem: helping each pupil, in line with his or her abilities, to achieve educational objectives.
- 4.3. Develop cooperation with parents:
 - 4.3.1. Listen to parents and answer questions of interest correctly. Clarify the wishes and interests of parents involved in the issue of child education.
 - 4.3.2. Discuss with parents the development of a child, educational achievements and/or behavioural problems.
 - 4.3.3. Involve parents in the decision-making process.
 - 4.3.4. Suggest possible ways of solving problems – in addition to school lessons, expert advice, etc.
 - 4.3.5. Agree how parents will support children in the learning process, what parental responsibilities and responsibility will be, what will be the way forward.
- 4.4. Attract State and local government authorities appropriate for the provision of aid.

5. Responsibilities and rights of the support team

- 5.1. Joint responsibilities of support team members:
 - 5.1.1. to provide the necessary support to pupils, their parents, school employees, while undergoing the problems of each pupil and within the scope of their competence;
 - 5.1.2. to keep by themselves confidential information about pupils and their parents;
 - 5.1.3. to choose the best suitable methods and methods for providing aid for a given case, and to respond individually to the results of its activities;
 - 5.1.4. coordinate their actions in common case/problem management with other support team members, with targeted actions for the benefit of pupils.

6. Support team members' rights

- 6.1. all members of the team have equal rights to express their views and make suggestions;

- 6.2. to require and receive the necessary resources from school management to provide support to pupils;
- 6.3. where necessary, to attract the relevant national and local government bodies to provide aid by informing the family.

7. The procedures by which Svēte Primary school employee/teacher or the pupil parent applies/submits the problem to the specialists of the support team

- 7.1. A teacher, or an administration employee, or a parent, hereinafter the commissioning party shall determine the subject of his or her question and shall evaluate to which specialist to turn - a psychologist, speech therapist, social pedagogue, special pedagogue or nurse.
- 7.2. If the commissioning party has referred to one of the specialists, he/she shall continue to communicate the matter with the same specialist.
- 7.3. The specialist will work with this case or direct it to the other specialist if there is such a need.
- 7.4. If the specialists share a common list of cases and persons, cases shall be addressed at the meetings of the support team, following the statutes of the Support Team, by dividing tasks and roles.

Director

I.Jansone