# Operational Policy: Satellite Classes (NAG 1)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Education Act (1989) and its amendments, endorses the right of all ākonga to an education in the least restrictive environment. Section 34 of the Education and Training Act 2020 confirms that ākonga who have special education needs have the same rights as ākonga who do not.

The BLENNZ Homai Campus School provides a continuum of educational placement that includes satellite classes that are located within mainstream host schools. These satellite classes are to provide opportunity for mainstream integration as determined by the Individual Educational Programme (IEP) of ākonga.

The Principal delegates to the Assistant Principal School Programmes the responsibility to administer, staff and oversee the curriculum programmes of all its satellite classes. Delegations are reviewed and updated annually as part of the formal Letters of Delegation for all senior staff. All ākonga attending satellite classes must be enrolled in the Homai Campus school and have Section 9 Agreements with the Ministry of Education. Enrolment is confirmed through the BLENNZ Admissions, Transfers and Withdrawals Committee.

## Policy Requirements:

1. Ākonga will be placed in satellite classes in consultation with parents/whānau, and when these are determined to be the most appropriate educational and social placement. Where this is required, Ministry of Education transport approval will also be a determining factor in any satellite class placement.

2. All staff and ākonga who are located in satellite classes must follow the Health and Safety requirements of both schools. A copy of the host school’s health and safety policy and evacuation procedures, must be displayed in such a way that it is accessible to both staff and visitors to the unit. Copies of any BLENNZ health and safety material pertaining to the satellite class must be provided to the host school.

3. The Senior Manager School Programmes must ensure that the appropriate host school staff have full knowledge of the health and safety needs of satellite class ākonga where this is deemed necessary due to any impact it may have on the host school e.g. individual Health Plans or Behaviour Plans. Satellite staff must gain permission from the Assistant Principal School Programmes before any personal information on ākonga is disclosed.

4. All visitors must sign in using the electronic VizTab system available. Visitors must have approval prior to entering any satellite class. Visitors to BLENNZ satellite classes must not access any other area of the host school without the permission of the host school. Should any issues occur, staff at the satellite class are to immediately contact the school office.

5. A Property Occupancy Agreement (POA) between the host school and BLENNZ will outline responsibilities of each party in terms of property maintenance and operational costs.

6. Insurance for all furniture and equipment within a satellite class is the responsibility of BLENNZ.

## Supporting Documents:

[Ministry of Education Website: Satellite Units on Host School Sites](https://www.education.govt.nz/school/property-and-transport/school-facilities/learning-support-and-special-school-related-facilities-property-entitlement/specialist-schools/satellite-units-on-host-school-sites/)

Approved: 

Date: 24 February 2023

Next Review: 2026