

The MaP Process

Stage 1 Preparation

Organisation
Gather important medical records and educational reports

Reading and Reflection
Read through the information and if possible discuss it with someone. Look for recurring issues.

Meeting with the Teacher
Meet with the teacher to introduce the idea of the MaP Folder. Discuss curriculum levels and what is currently happening for your child.

Setting the Agenda
Decide in the *priority* and *regular* issues for your child at home and at school.

Developing the Team
Collect the names and details of the persons who will form your child's *Core* and *Consultation* teams.

Creating the Map
Work with the Education Consultant to compile the data for your child's MaP Folder.

Stage 2 Using the MaP Folder

Inform the School
Inform the Principal and class teacher that you are ready to begin using your MaP Folder.

Recruit the Team Members
Let the team members know
The issues and goals
Who else is in the team
Your child's history
Common strategies to be used
How you will communicate
How often you will meet

Use the Calendar
Plot important dates such as camps, holidays and future meetings so that they can be quickly identified at meetings.

Setting Up a Meeting
Determine – who, where, time, how long, when and how the agenda and reminders are to be sent out.

Running and Recording a Meeting
Agenda
How you are going overall
Specific issues
Strategies – what is and isn't working
Decisions – who will do what
Keeping and circulating the meeting records

Stage 3 Cycles and Renewals of the MaP Folder

Maintaining the Strategy Database
Make on-going records for each issue
What works
What doesn't work

Refining and Renegotiating Goals
Determining the tools to evaluate the achievement of goals.

End of Year
Review and reflect on the year
What has and hasn't worked
Priorities for the new year
Celebrate successes

Prepare for the New Year
Teacher choice
Re-develop folders
Handover to new teacher
Strategy database revision and handover

Starting the New Year
Initial Meeting
Child's special needs and history
Who is in the team
Agenda and working together
Communication
Explanation of the strategy database