

Planning tool for promoting student agency within planning personalised learning



Your voice is important. Your teacher has shared this resource with you because they want to know how they can make sure your ideas and preferences about your learning are heard and included at school.

This tool provides prompts to help you share what helps you feel secure and valued when planning for your personalised learning. You might like to complete this on your own, or with a teacher. It is important to be honest, so your ideas and preferences are heard.

How would you like to be involved? (Select one option)

Option A	I would also like this person / these people there to support me:
Attend in person.	I would also like to lead or co-lead the meeting. (That means you can identify the agenda items you feel comfortable presenting at the meeting)
	I would also like to plan the agenda (decide the order and how these ideas should be covered in the meeting).

Option B	I would also like this person / these people there to support me:
Attend Online (for example, video-conference). I will decide whether I would like my camera off, or on.	I would also like to lead or co-lead the meeting. (That means you can identify the agenda items you feel comfortable presenting at the meeting)
	I would also like to plan the agenda (decide the order and how these ideas should be covered in the meeting).

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Option C	This person / these people are:
Share my goals and preferences with someone I trust, who will attend on my behalf.	
	I would also like to plan the agenda (decide the order and how these ideas should be covered in the meeting).

Option D	I would like this person / these people to support me with this:
I don't want to attend, but would like to share my goals and ideas using media or text (for example, slideshow presentation, notes, photos, video).	
	I would also like to plan the agenda (decide the order and how these ideas should be covered in the meeting).

Option E	This person / these people are:
I don't want to be involved at all. I would like someone I nominate to be involved on my behalf. They know me and how I like to learn	
	My decision not to be involved is based on:

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What could help you to attend (or want to attend) a meeting?

There are lots of different ways you can share your goals and preferences to prepare for a meeting, or to communicate during a meeting.

How would you like to share your goals and preferences? (select any you are interested in trying)

	I would like my teacher(s) to regularly support me in class to think about my goals, what is working well, and what might need to change.
	Augmentative and Alternative Communication (AAC); Braille; sign, speech recognition software, or other communication systems.
	Using speech to share my views or answer questions.
	Sharing visually, using drawings, visual mapping, a worksheet my teacher provides, creating a digital portfolio, PhotoVoice, or similar.
	Slideshow presentation. Email, shared document or other written communication.
	I would like my teacher to share 2-3 ideas, and I will choose from those.
	Video (including apps that can create video presentations that include photos, music, video footage, and text).
	Other: (please describe).

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I would like support from _____
when communicating my goals and preferences

I would like to communicate my ideas in writing or email before the meeting

I don't need any support when communicating my goals and preferences.

If there are times you feel like your ideas and preferences aren't being understood or included, what steps can we plan together now to change that? If you are not sure what steps we can take, who could you work with to develop that plan?

Is there anything else you think is important that has been missed?



If you would like to attend a meeting in person

What can we do to make sure you are comfortable and can share your ideas?
(select any that apply)

Lighting:	Dimmed	Bright
Smells: (for example perfumes)	Avoid:	
Eye Contact:	I prefer:	
Noise Levels:	Avoid:	

What room at our school do you feel comfortable and relaxed in?

How should the room and seats be set up?

Where would you like to sit?

(you or your teacher can draw this below, or you could visit the room together to decide)



If you would like to attend a meeting in person or online



What can we do to make sure you are comfortable and can share your ideas? (select any that apply)

	Supports I'd like to have with me that help me feel relaxed:
	I would like a visual schedule before meeting.
	I like visuals (for example, slideshows, a shared document that I can view).
	Allow me to move around the room while we talk, or to take breaks.
	Pause regularly. Speak slowly and clearly. Use less words.
	Someone to translate or explain things to me using my preferred communication.
	Shorter meetings are best. I would like to participate for _____ minutes.
	Other:

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Are there specific actions your school can take in preparing for the meeting that show respect and value for your cultural, religious or family beliefs and traditions?
For example, would a home language interpreter be beneficial to you or your family?

Is there anything else you would like us to know?

