



Queensland
Advocacy for
Inclusion

Reasonable Adjustments in School



Reasonable Adjustments



This information is about
Reasonable Adjustments.



Reasonable Adjustments are changes that the school does to make sure

- You get the support you need
- You can take part in everything.



Queensland Advocacy for Inclusion wrote this information.

We say **QAI** for short.



Advocacy is when someone supports you to tell the school what you think.



Reasonable adjustments must be changes that are best for you and what you need to learn.

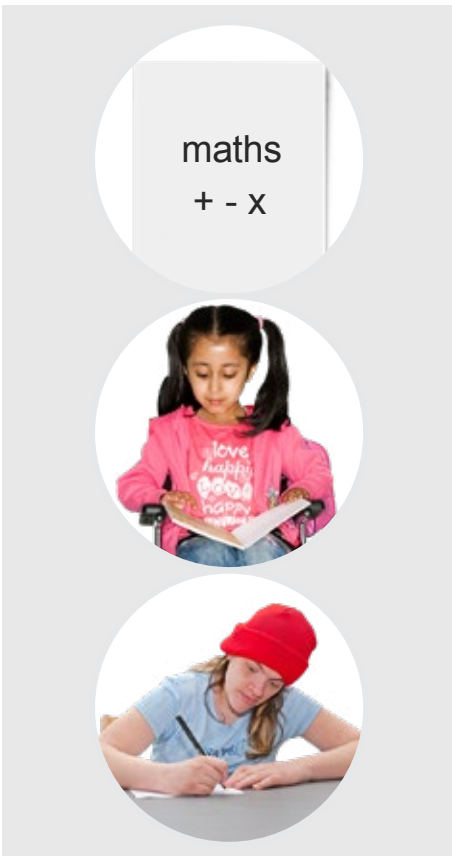


There are things you and your support person can do to make sure you get the support you need at school.

Ask for a meeting



You and your support person can ask for a meeting with someone at your school to talk about what you need to learn well.



This could be things like support with

- Numbers and maths
- Reading
- Writing.

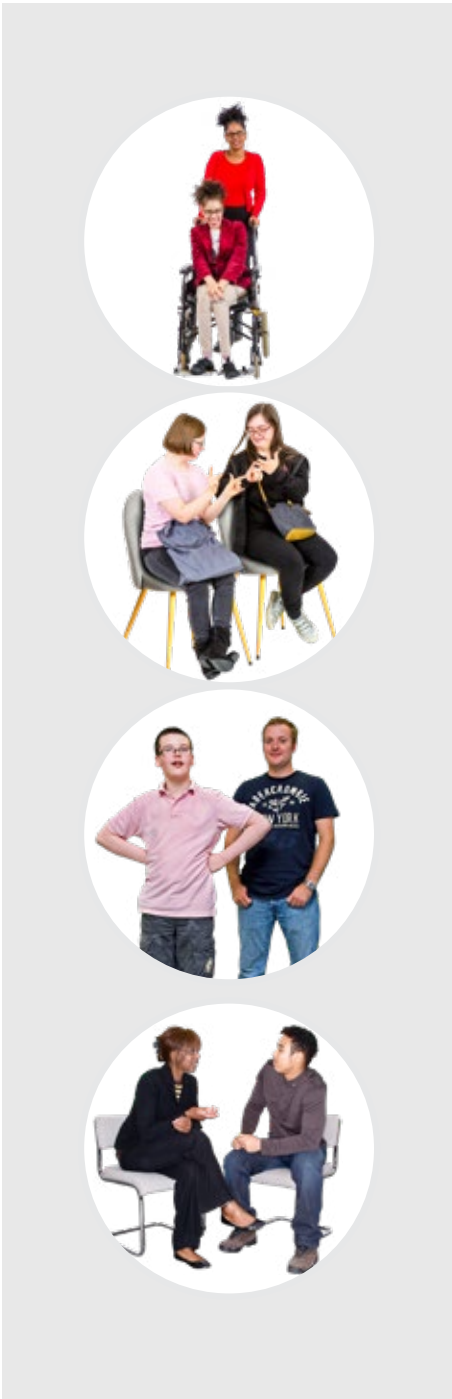


You could have the meeting with

- A teacher
- The principal
- Support staff.



You can bring a support person with you to the meeting.



This could be

- Someone from your family
- A friend
- Your support worker
- Your advocate.

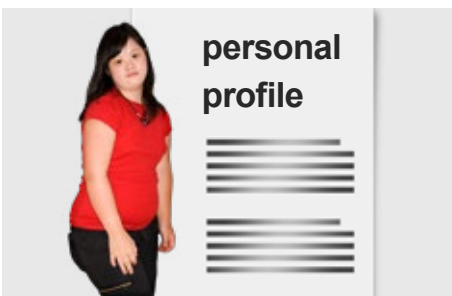
Plan for the meeting



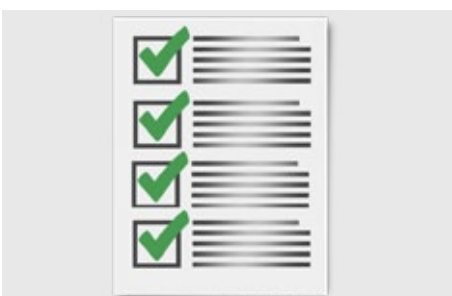
You can make a plan for what to talk about in the meeting.



You can ask your support person to help you write it.



In the meeting you could talk about your **personal profile**.



A **personal profile** is information about you like

- What you are good at
- What you are working on
- What helps you do things best
- What makes school hard for you.



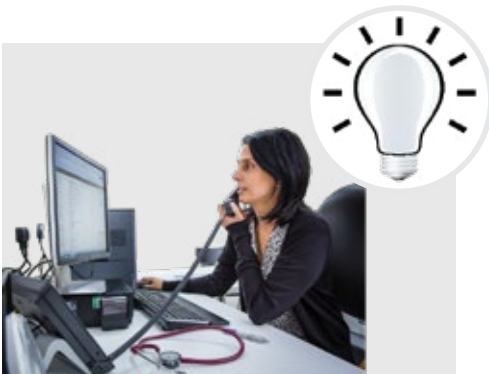
It might also have information about your disability.



You could also talk about your **vision statement**.



A **vision statement** is when you say what you want to happen to make your life at school better.



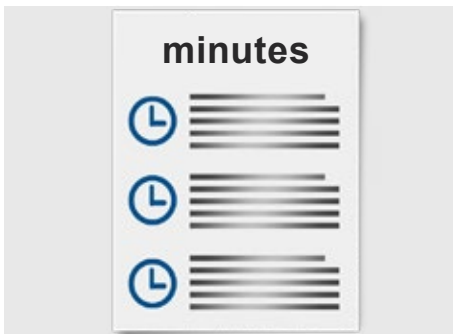
This might also be ideas from your doctors and support people for the school.



For information on how to write your vision statement go to

www.cru.org.au/our-work/inclusive-education/resources/vision/#vision

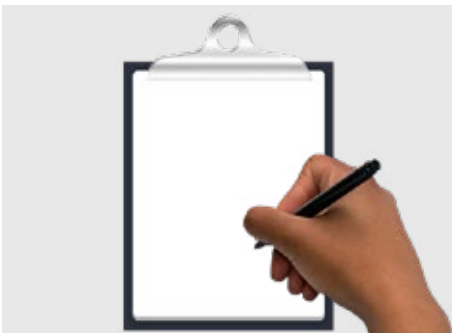
Get the minutes from the meeting



You and your support person can ask for **minutes** from the meeting.



Minutes say what people talked about in the meeting.



You or your support person can also write things down in the meeting.



This can help you make sure that things get done.



You can write things down like

- When the meeting was
- Who was in the meeting
- If the meeting was in person or online.



You can write down the things you talked about in the meeting.



You can write down what people said they would do and when.

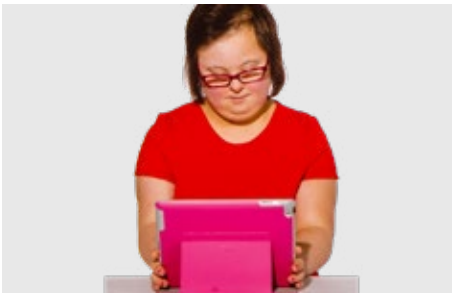
When the school does not do the reasonable adjustments



Sometimes a school does not do the reasonable adjustment they said they would.



There are things you can do about this.

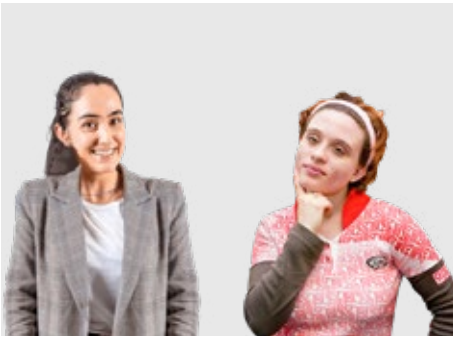


You can contact your principal by letter, email or phone.



You can put in the email

- What is going wrong
- What you are feeling
- What the school has done to help
- What the school has not done to help.



You can also ask why they do not do the reasonable adjustment.



You can ask your support person to help you write the email.



You can send with the email what you or your support person wrote in the meetings you had.



You can ask the principal to tell you what they will do to fix the problem.

Complaint



You and your support person can make a **complaint** if the school does not

- Answer your email or letter
- Try to fix the problem.



Complaint is when you tell the school what you are not happy with.



If you are not happy with the way things have gone then you have to send your complaint to the **regional office**.

The **regional office** looks after all the schools in your area.



To find out your regional office go to

<https://schoolsdirectory.eq.edu.au>



You should send them all the emails and letters you had with the school.



You also need to let them know what you would like to happen.



This could be things like

- Getting the support you need
- Being able to get to all areas in the school

Other places to contact

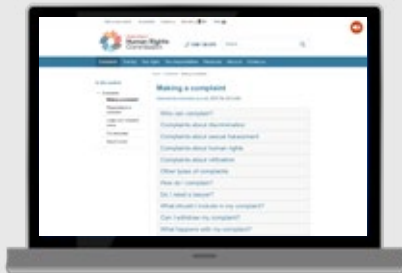


Sometimes you might not be happy with what the regional office did about your complaint.

If that happens you can contact

- Queensland Human Rights Commission

www.qhrc.qld.gov.au/complaints/making-a-complaint



- Queensland Ombudsman

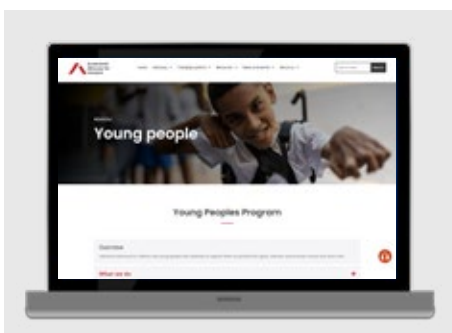
www.ombudsman.qld.gov.au



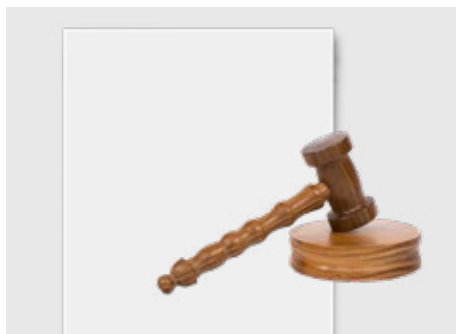
You can get advocacy support with QAI Young Peoples Program.

Go to

www.qai.org.au/young-peoples-program



For legal advice



There are some places you can contact for **legal advice**.

Legal advice is information about your rights and the law.



- QAI's Human Rights Legal Service

www.qai.org.au/human-rights

- Caxton Legal Centre's Human Rights and Civil Law Practice

www.caxton.org.au/how-we-can-help/general-legal-advice

- Legal Aid Queensland

www.legalaid.qld.gov.au/Find-legal-information/Personal-rights-and-safety/Human-Rights-Act-2019

More Information



For more information on how things work with reasonable adjustments go to

www.bit.ly/qai-reasonable-adjustments

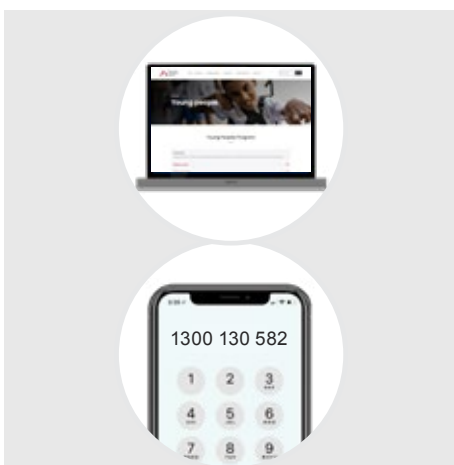


This website is not in Easy Read.

You might need someone you trust to support you to read it.



If you do not have a support person QAI can support you.



Go to

- This website
www.qai.org.au/young-peoples-program
- Or call QAI on **1300 130 582**.

Council for Intellectual Disability made this document Easy Read. **CID** for short. You need to ask CID if you want to use any pictures in this document. You can contact CID at business@cid.org.au.