

Help us get to know you

The Department of Education



Easy English

Blue words

Some words in this book are **blue**.

We write what the blue words mean.

Help with this book



You can get someone to help you

- understand this book

- find more information.



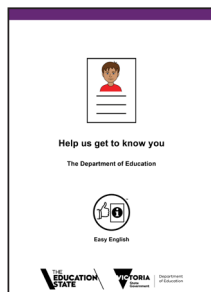
Contact information is at the end of this book.

About this book



Department
of Education

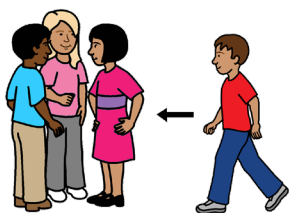
This book is from the Department of Education.



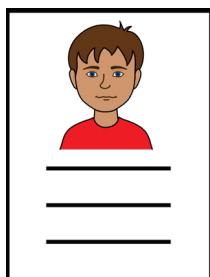
This book is about how you can help us get to know you.



We want to ask questions to **include** you better at school.



Include means you belong and can join in.



We use your answers to make your **profile**.

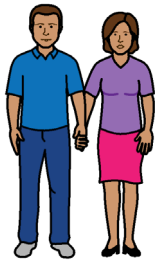
Profile means information about you.

How do we make your profile?



We want to have a **profile meeting**.

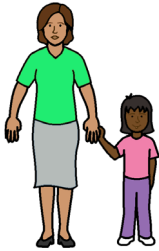
A profile meeting is where we make your profile with you.



You will be at the meeting with

- your parents

or

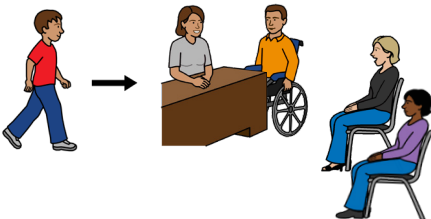


- the person who looks after you.



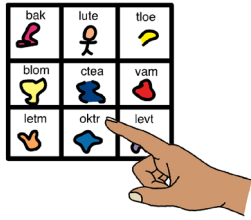
There will be other people at the meeting too.

For example, your teacher.



You can choose to go to the meeting.

You can read about the profile meeting in our other Easy English book.

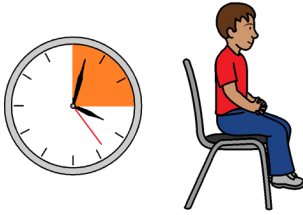


If you come to the meeting you can choose to use our **communication cards**.

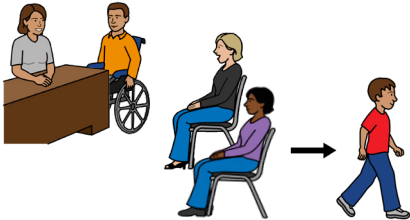


You can use the communication cards to tell us things like

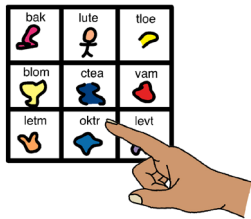
- you do not understand a question



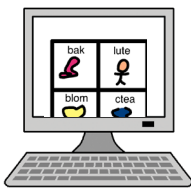
- you need a break



- you want to leave the meeting.



You can hold up or point to the card that you want to use.



The communication cards are on our website.



You can also ask someone to get the communication cards for you.

What goes in your profile?



Your profile is all about you.



The profile helps us know how to support you better at school.



We want to ask you questions to get to know you better.



You can tell us what you are good at.



You can tell us what you like to do.



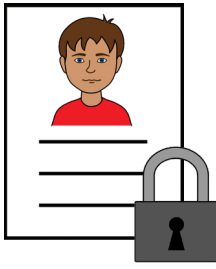
You can tell us what helps you learn.



You can decide if you want to answer.



You can ask your parents to answer for you.

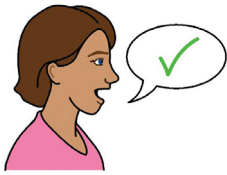


Who will see your profile?

We will keep your profile **private**.



Private means we will **not** tell other people.



Other people can only see your profile if

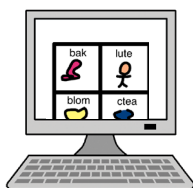
- your parents say **yes**

or



- the law says we must.

More information



Get communication cards online.

Website

go.vic.gov.au/3TkZH5f

Find out how you can let us know what you think.



Website

vic.gov.au/student-voice

Find out how we include people with disability.



Website

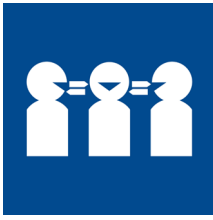
vic.gov.au/disability-inclusion-extra-support-children-disability



Email

disability.inclusion@education.vic.gov.au

If you do not speak English



Use the free Translating and Interpreting Service or TIS.



Call 131 450

Give the TIS officer the phone number you want to call.

If you need help to speak or listen



Use the National Relay Service to make a phone call.

You must sign up to the service first.



Call 1800 555 660



Website accesshub.gov.au/nrs-helpdesk

This Easy English document was created by Scope (Aust) Ltd. in December 2023 using Picture Communication Symbols (PCS). PCS is a trademark of Tobii Dynavox, LLC. All rights reserved. Used with permission. This document must not be sold to third parties. The images must not be reused without permission. For more information about the images, contact Scope on 1300 472 673 or visit scopeaust.org.au