

# Inclusive Education at Gleeson College

## Process for Student Lesson Allocation

**Step 1:**  
Parent/Caregiver  
or teacher  
identifies  
students need to  
access TLC.

- Contact is directed to the relevant House Leader or Inclusive Education Leader.

**Step 2:**  
Collection of  
evidence to  
support TLC  
lesson allocation

- This may include previous learning assessments, professional reports, and communication from previous teachers.

**Step 3:** TLC  
lesson allocation  
determined.

- If TLC attendance is supported, the House Leader and Inclusive Education will determine when this should occur in the student's timetable.

**Step 4:** TLC Student Lesson Attendance Application is taken home for discussion and signing.

**Step 5:**  
Completed form  
is returned to  
Care Group  
Teacher.

- TLC form is then submitted to timetabler and used to verify change to be made in Edval and SEQTA.
- Timetabler emails student, parent/caregiver, subject teacher, House Leader and Inclusive Education Leader with the new timetable to confirm change. Student is then able to attend TLC.