

Student Support Process – Support and Referral

Phase 1: Recognition

1. **Child exhibits atypical needs as compared to peers. Class teacher identifies needs of the child by:** - work samples, observations and assessment data

Resulting in appropriate grouping, intervention strategies, adjustments and scaffolding to instructional practice to effectively address the needs of the child.
Successful intervention, concern resolved - process stops

Phase 2: Pre-referral

2. **Class teacher consults with:**
 - a) Previous class teachers/oneschool data, teacher aides, parents (directed to website)
 - b) ST:LN & SWD teachers
 - c) HOC & Digital learning coordinator
 - d) Leadership team

May result in additional background information, collaborative planning/ teaching, child participation in intervention programs, modified instruction and/or individualised planning.
Successful intervention, concern resolved - process stops

Phase 3: Referral

3. **Class teacher completes referral form:**
 - a) ensuring all specific details are recorded and identifies child issues, current strategies and data to date
 - b) lodges referral form with admin before support services meeting
 - c) attends support services meeting (Tuesday 8am) and provides additional evidence of data

To access Student support referral form:

- ➔ Oakleigh Oneportal teamsite
- ➔ Document Library
- ➔ student support
- ➔ referral forms
- ➔ 2016 student support

Phase 4: Evaluation

4. **Support services team meeting:**
 - a) Collaboration to discuss needs, devise strategies and programs
 - b) approach is decided on future action
 - c) child not eligible for further support, process stopped
 - d) parent informed by teacher

May result in further assessment, further referral, additional support, individualised program and/or further funding

- a) GO, SLP or AVT (HI, PI, VI) (parent permission forms required)
- b) Community support services e.g. psychologist, OT
- c) Outcome communicated to parent by program provider

Phase 5: Implementation & Reevaluation

5. **Student Support team end of term review**