

IDENTIFICATION AND REFERRAL OF STUDENTS WITH SPECIAL NEEDS

St Andrew's Catholic Primary School Clayton South (updated December 2011)

1. Classroom teacher identifies issues related to:

Academic/learning
Social Emotional
Behaviour

2. Check any information:

Look up student's file
INFORMA for previous year's records
Classroom files e.g. Ob Surveys /data from previous teacher

3. Discuss these issues with the appropriate person / persons:

Previous teacher
Level Leader
Professional Learning Team
Literacy/ Reading Recovery / Numeracy Leader
Student Wellbeing Leader

4. Trial Strategies (Collect Data)

5. Refer the student

Should there be further concern, refer the student.
Use the referral form 'Student Welfare Group' located N-forma
Send an email to Rosemary Tesoriero Student Services Teacher
(rtesoriero@saclaytonsth.catholic.edu.au.)

6. Student Support Team

Principal, Learning and Teaching Coordinator / Deputy Principal, Student Support Teacher/ Learning and Teaching leader, Reading Recovery Teacher, Student Wellbeing Leader (as required). This team will help the teacher to decide on the appropriate action e.g. P.S.G. /referral to CEO speech pathologist / psychologist etc

7. Programme Support Group Meeting

Principal (or Principal representative), Teacher, parent/s, Student Support Teacher and invited professional specialists) i.e those with the most knowledge of and responsibility for the student.

This team works together to:

- establish shared goals for the student to access the curriculum
- plan an appropriate educational program
- supports the development of an ILP

8. Individual Learning Plan

Write an ILP. Use the school's ILP proforma. Includes:

- a statement of the student's current performance

Long and short term goals

Implementation plan

An evaluation (the extent of a student's progress toward meeting the projected outcomes i.e. the long and short term goals)