

Strathpine West State School

Referral Process for Students with Additional Needs

Identification

1. Data gathering by class teacher/Admin/Support Service/Chappy/GO – observations, checklist, work samples etc.



Preparation

2. Inform parents/carers of concerns regarding student's progress.
3. Complete Referral Form (obtain form from Admin). Book in with Admin to present case at Student Support Team Meeting. Gather information & samples to bring to meeting.



Collaboration

4. Class teacher/HOSSS/GO/DP/P to present case at SST Meeting (8.00am Wednesday). Case presenter to bring appropriate work samples, anecdotal records, behaviour records, test results, intervention received to meeting.
5. Decisions made about response/intervention/support needed. Actions to be recorded in SST Minutes and on OneSchool. Responsibilities of actions assigned to relevant staff e.g. GO, DP, HOC, Speech Pathologist, Student Support Service, Chaplain, external agencies and class teacher.



Implementation

6. Actions/intervention implemented by relevant personnel.



Follow Up

7. Cycle of review (all referred students are reviewed at least every 6 months). Previous minutes are reviewed at the beginning of each SST Meeting ensuring action/intervention has been implemented.