

Step 1

Identify support required and provide adjustments

Social/emotional, academic, physical or sensory support may be required.



For concerns requiring an immediate response, staff:

- contact parents and supervisor.
- Call Child Protection Hotline 132 111.
- Call Child Wellbeing Unit 1300 480 420.

For non-urgent concerns, staff:

- Record adjustments implemented using Adjustment Profile (*School Bytes - Wellbeing - Plans*).
- Communicate support to Supervisor and parents.

Step 2

Support Referral

Request for further support following provision of adjustments.



- Staff complete a referral to the Learning & Support Team and inform Assistant Principal and parents. (*Teams - LST - Referral*)

- The Assistant Principal signs the referral to confirm that relevant data has been provided.

- Referral data includes:
 1. A clear description of concerns.
 2. Assessment data and work samples.
 3. Summary of interventions and outcomes.
 4. Support needed.
 5. Parent involvement and perspective.

Step 3

Learning and Support Team (LST) Meeting

Attended weekly by Executive Staff, School Counsellor, Class Teacher and LST Teacher.



- Class teacher tables referral and provides relevant information to LST.

- Outcomes of referral may include:
 - further school interventions and support planning.
 - Team Around a School.
 - School Counsellor.
 - Access Request.
 - LST and parent meeting.
 - Meeting with external provider.

Step 4

Future Actions

Support Planning and Communication.



- Class Teacher updates support plans and/or adjustment profile.
- Learning and Support Teacher supports the administration of plans and documentation.
- Class Teacher and Assistant Principal communicate outcome of meeting, planning, interventions and progress to parents and relevant staff.