



# ST. PATRICK'S PRIMARY SCHOOL

## REFERRAL POLICY

### RATIONALE

St. Patrick's School is a Community that passionately nurtures a love of learning, focusing effort and resources on developing the full potential of each child. (St. Patrick's School Vision) There will be times when a child is seen not to be progressing as expected. For these children, the St. Patrick's Learning Community will undertake investigations to identify the learning/social needs of the learner.

### AIM

To identify students who may be at risk and develop a program that addresses the personalised needs of the student.

### DEFINITION

A student at educational risk may be any student, who after the assessment schedule has been implemented and analysed, is deemed to be underperforming or working at a level that is well above what is expected.

### IMPLEMENTATION

- A student can be referred by any member of the teaching staff/leadership of St. Patrick's Primary School.
- If a parent makes a request for support of their child, the referral process will be implemented.
- Once a referral has been made the processes outlined in the Student Referral Flowchart shall be implemented. (See flowchart below) It is essential that parents are regularly updated on the progression of the referral.
- All stages of the referral process should be documented on the Nforma program
- During the referral process regular meetings will be held involving parents, class teachers and relevant school leaders, to discuss the progress of the referral, will be necessary.
- Parent Program Support Group (PSG) will be formed if deemed necessary. NB. Students who receive funding from the federal government under the LNSLN program are required to have Parent Program Support Group meetings. A PSG meeting is not mandatory for all students at risk.
- A Personalised Learning Plan shall be developed if deemed necessary. This Personalised Learning Plan shall be updated regularly with input from both teacher/s, support staff and parents.
- A Personalised Learning Plan will be based on the specific needs of the individual.

- The Personalised Learning Plan will focus on SMART goals, taken from our curriculum standards and priority areas of learning appropriate to the child's current level of development.
- The goals will be derived from teacher observation, assessment and monitoring of each child and valuable input from parents at PSG meetings. Goals will be reviewed at PSG meetings and new goals set or existing goals revised.
- The learning activities will include age appropriate, relevant experiences that are supported by the teacher, aide and parents/carers.
- Specific goals may be developed from, and work in accordance with, specific intervention strategies.
- Personalised Learning Plans will be continually monitored and changed accordingly. They will be developed in consultation with teachers, parents and respective school Leaders.