



# Tharawal PS Learning and Support Team Referral Flowchart

**Pre – Referral to LST** - Class Teacher (CT) concerned for a Student (behavioural, wellbeing, or academic)

Is it urgent? Teacher to inform LaST Coordinator to follow up

CT collects data/information from Sentral, speaks to previous teacher/LaST  
 CT discusses student with stage/team supervisor/leader.  
 CT checks with parents/Sentral if any recent eye/hearing referrals and documents any suggested referrals/feedback in Sentral  
 CT identifies if there is/was a PLaSP for the student?  
 If Previous PLaSP exists was it for the same area of concern?

Strategies Successful

**YES**- Create a new PLaSP/PLP targeting concerns using different strategies.  
 CT implements adjustments (over 3 weeks)  
 CT assesses outcome

**NO**- Create a new, current PLaSP/PLP targeting concern in class.  
 CT implements adjustments (over 3 weeks)  
 CT assesses outcome

Strategies Successful

Presenting concerns continue

CT consults with Stage Supervisor (SS)  
 CT consults with parents/carer  
 CT collects further data/information  
 CT/SS develops further adjustments in a revised PLaSP/PLP  
 CT implements adjustments (over 3 weeks)  
 CT/SS assesses outcome

Strategies Successful

Presenting concerns continue

**Referral to LST** - CT and SS complete referral for LST  
 CT submits referral to LaST Co-ordinator through email  
 CT consults with parents/carer  
 LaST Co-ordinator notifies CT of meeting time

Parent/carer request for referral to School Counsellor or L&ST  
 Or new diagnosis/report received

CT presents referral at LST Meeting with PLaSP/PLP's  
 LST discusses and determines appropriate action  
 LST sets review date  
 LST provides feedback to class teacher and parent/carers  
 Implement action and monitor progress

Strategies Successful

Presenting concerns continue

LST determines further action eg further programs, referral to School Counsellor or Pediatrician.

## Planning, Implementation and Monitoring

- Adjustments devised; outcomes determined; preparation of teaching activities; continue planning with parental involvement
- Implementation
- Ongoing assessment and evaluation