The Referral Process
All RHSS Student Support Referrals are completed by the Class Teacher and considered by the SSR-Student Support Team of Richie Hill which includes (Literacy/Numeracy Support Teachers, Guidance Officer, SWD Teacher, Deputy Principal and other Advisory Teachers e.g. Speech Pathologist).

Parents with any concerns should make contact with the class teacher in the first instance or Admin.

There are 5 stages to the referral process at Richmond Hill State School:

**In the STAGE ONE**

- Teacher identifies student/s of concern through class data/NAPLAN data/Reading PAT R. This may include referencing student files, past teacher knowledge, standardised and informal class assessments and work samples/evidence about student achievement. This assists the teacher to clarify the area/s of concern and trial adjustments and modifications to support.
- Teacher makes and records adjustments in Unit Planning/Differentiation section with classroom program to support the students learning. This may include a Numeracy and literacy Support Plan (for students achievement level at a D and below).
- Teacher makes parents aware of concerns.

**At STAGE TWO**

- Class Teacher can have concern shared at Tier 2 SSR Dialogue Groups P-2-3-4-5-6 (with Tier 4 Team members), 15 mins share using Sticky Problem template-plan-enact (fortnightly at staff meeting). Dialogue group can carry over to afternoon meeting as needed) Sector representative gives feedback to class teacher from dialogue or

**During STAGE THREE, the Tier 4 SSR Team**

- view referral lodged by (DP/STLN) with attached class evidence on RHSS Basic Facts Referral. Student name entered on Student Support List Team completes a Problem Solving Model of Case Management to determine the next course of action. A copy of this form is given to class teacher outlining informal support from colleagues and other support personnel in the school to trial additional strategies in the classroom, adjustments to resources, adjustments to programming or planning in the classroom, recommendations to external agencies for assessments or support, assessments completed by specialists within the school setting or supports by personnel such as Teacher Aides and follow up with a stakeholders meeting (if required).

**STAGE FIVE**

Tier 4 SSR Team indicates a student has met criteria for one of the five disability categories in Education Queensland and the Verification process will be underway. A Support Team member will assist staff and families with the Verification process and the Education Adjustment Plan. Stage Five can also indicate that an external agency is providing an intervention or support program for the student.

(Tier 2 Student Support Richie (SSR) Teachers sector Dialogue Meetings
Tier 4 Student Support Richie (SSR) Team Members (GO, DP, STLN, SWD Teacher))