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**ECE Student Support Services Flowchart**

**Regency Park Campus**

**From the beginning of the process, all concerns, discussions and interventions**

**to be documented on Staff Online**

Teacher to express concern to parents.

Teacher identifies a concern in one of the Learning Areas.

Teacher documents the concern on Staff Online and sends an email notification to ECE Coordinators and Student Support (SS) Teacher.

* Refer to Classroom Strategies on the server.
* Document strategies used.

Strategies lead to noticeable improvement, no further action required.

* If concern persists, teacher contacts ECE Student Support (SS) Teacher.
* Complete Student Referral Form.

Teacher to continue contact with parents and inform of the referral.

Observation and data collection by SS Teacher

* SS Teacher monitors student progress and implementation of strategies.
* If further testing is required, SS Teacher writes referrals for external assessments.
* SS Teacher provides recommendations and intervention strategies to teachers.
* SS Teacher to determine appropriate support level and provide support if needed.
* SS Teacher writes Learning Support Plan if required.
* CLT will be informed if required.

SS Teacher and Co-Teachers to inform parents of classroom strategies/support.

When direct support is needed,SS Teacher or Co-Teachers will arrange a meeting with parents.

SS Teacher and Co-Teachers meet with parents to recommend external assessment.

SS Teacher will ovsersee transitions into next year level of ECE or Primary for K4s

Strategies and support plans are successful, exit Student Support Services.