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**Confidential referral form
 Balclutha Primary School, Lanark Street, Balclutha**

The Role of the Resource Teacher Learning and Behaviour

Working in a collaborative consultation model, the RTL B works with teachers to manage the behaviour and/or address the learning difficulties of a class, group or individual student. The RTL B assists teachers to develop inclusive classroom environments, adapt the curriculum and facilitate team problem solving. In signing this referral form the teacher accepts that they are responsible for working towards meeting the learning and/or behaviour needs of the referred student/s with the support of the RTL B.

Please complete each section

PERSONAL DETAILS:

Name: _____	School _____
Date of birth: _____	Age at referral: _____
Ethnicity: _____	Language spoken at home: _____
Year level: _____	Room: _____
Teacher: _____	

FAMILY DETAILS:

Parent/s or Caregiver/s _____
Address _____
Phone: wk _____ hm _____ mob _____
Parents occupation: Father _____ Mother _____

PERSONAL HISTORY: (From school records)

Vision _____	Hearing _____	Speech _____
Health _____	Medication _____	
Name of schools attended since 5 years of age _____		

Office use only

RTL B roll number _____	
Date received: _____	Date accepted/declined _____

Reporting Domains. Please breakdown the referral issues into the following reporting domains. Referrals may involve one or more of the following. **(Refer appendix, this is a guide only, not an exhaustive list.)**

Participation of student.

Social/Behavioural Needs of student.

Learning Achievement of student.

Teacher/School capability.

Please indicate what steps have already been taken by the school to address these issues.

I.E.P. in place	Yes ___	No ___
Meeting with parents to discuss issues.	Yes ___	No ___
SMART Goals in place.	Yes ___	No ___
Classroom/Curriculum adaptations	Yes ___	No ___

CURRICULUM (IEP/IBP must be included with this referral)

Reading: Level.	Below ___	At ___	Above ___	Chronological age.
Maths: Level.	Below ___	At ___	Above ___	Chronological Age.
Writing: Level.	Below ___	At ___	Above ___	Chronological Age.

Any other relevant information (parent/caregiver may comment)

OTHER SPECIALISTS INVOLVED:

Please name (and if possible put a contact number for) all other professionals seen by and/or working with the child and/or family:

SE _____	Medical Specialists _____	Clinics _____
GP _____	PHN _____	SLT _____
Physio _____	RTLB _____	CYFS _____
Other _____		

PRIVACY INFORMATION

(In accordance with principle 3 (l) (d) of the Privacy Act 1993)

I agree to the South West Otago RTLB service collecting information, including audio and video material on (name) _____
And also give approval for _____
School to provide relevant information to the Resource Teachers Learning and Behaviour.

I understand that the information that I have provided will be used for service and shared with other appropriate agencies if needed.

I accept the fact that the information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify me or the individual concerned.

I accept the information that I provide will be held at the office of the
Resource Teachers Learning and Behaviour
Balclutha Primary School
Lanark Street
Balclutha

I am aware of the right of access to and collection of this information

SIGNED Parent/s Caregiver/s _____

SIGNED Principal _____

DATE _____

Data collected by the RTLB will not be used for competency or appraisal purposes. The RTLB will not be involved in competency or appraisal issues. Competency and appraisal are the responsibility of the school.

Appendix

Are you goals SMART	
S	specific
M	measurable
A	attainable
R	realistic
T	timely

Before a referral is made to the RTLB service, it is expected that the school has:
Held a meeting with the family/whanau
Completed an IEP or IBP from the above meeting
Looked at ways the classroom environment could be adapted
Adapted the curriculum
Allotted teacher aide time

Evidence – Based Student outcomes as they relate to the Four Domains These are examples only and not an exhaustive list	
Participation	Social/Behavioural
<ol style="list-style-type: none"> 1. improved attendance and punctuality 2. increased time in class 3. preparedness to learn 4. engagement in classroom activities 5. contribution to class 6. increase in on-task behaviour 7. improved work habits 	<ol style="list-style-type: none"> 1. improved relationships with peers 2. co operative skills 3. conflict resolution and communication skills 4. increase in appropriate behaviour in class 5. increase in appropriate behaviour in playground
Learning Achievement	Teacher/School Capability
<ol style="list-style-type: none"> 1. gains in literacy, numeracy and other curriculum areas 2. improved skills and knowledge 3. greater work output 4. enhanced thinking and decision making skills 	<ol style="list-style-type: none"> 1. increased teacher knowledge/skills relating to diverse learners 2. enhanced teacher effectiveness 3. school systems that support improved outcomes for students with learning or behaviour difficulties