



A Guide to the Referral Process for Parents

The Department of Supportive Education at DCIS is here to support your child with a range of social, emotional and educational needs. Our onsite specialists in Learning Support, Speech & Language, Occupational Therapy, Physiotherapy and Educational Psychology are available to deliver structured intervention programs on an individual and small group basis, and to offer training, advice and guidance for parents and staff.

Class teachers are responsible for making a referral and should always contact parents in the first instance when a concern is raised. Following this, a referral will be made to the Special Needs Coordinator for the relevant year group. These are the steps involved:

1) Informal Observation

A DSE professional will be asked to observe the child in class. Results of the observation will be shared with the class teacher and suggestions made for possible in-class strategies to support the child.

2) Formal Referral Process

If further investigation is required a DSE professional will send home a **Consent Form for Assessment** to take place. The assessment results will be shared with class teacher and parents. There is no cost for assessment. Further recommendations and next steps will then be discussed with parents and class teacher.

Should the child require further intervention from a DSE professional, a **Consent Form for Intervention** will be sent home. *Only when a signed slip has been returned to the class teacher can the intervention begin.*

Information on fees for these additional services can be found in the student contract and on the school website.

If you have any further questions please contact your class teacher in the first instance.

Kind Regards,

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