



# GUIDE TO WHOLE SCHOOL STUDENT SUPPORT

## ATTENDANCE

ATTENDANCE IS BELOW 90% OR HAS RECENTLY DROPPED.

ATTEMPT PHONE CONTACT OR HOME VISITS WITH AIEO/SBAO SUPPORT AND RECORD OUTCOME ON INTEGRIS. DID ATTENDANCE IMPROVE?

**YES**  
MONITOR ATTENDANCE AND DOCUMENT ACTIONS\*

**NO**  
REFER TO ATTENDANCE PROCEDURE FLOWCHART. CONSULT WITH STUDENT SERVICES COORDINATOR IF REQUIRED.

**KEY TERMS**  
 INTEGRIS: THE SCHOOL'S STUDENT INFORMATION DATABASE  
 AIEO: ABORIGINAL AND ISLANDER EDUCATION OFFICER  
 SBAO: SCHOOL BASED ATTENDANCE OFFICER  
 PBS: WHOLE SCHOOL POSITIVE BEHAVIOUR SUPPORT FRAMEWORK (RESPECT, RESPONSIBILITY, RESILIENCE)  
 GOTCHAS: WHOLE SCHOOL REWARD SYSTEM  
 IBP: INDIVIDUAL BEHAVIOUR PLAN AKA: IBSP  
 SEN: SPECIAL EDUCATIONAL NEEDS/EDUCATION SUPPORT  
 IEP: INDIVIDUAL EDUCATION PLAN

\* SEEK ADVICE AND SUPPORT ABOUT APPROPRIATE DOCUMENTATION FROM STUDENT SERVICES.

**RED PATHWAY = IMMEDIATE ACTION RECOMMENDED**

## BEHAVIOUR

IS SOMEONE AT RISK OF HARM?

**YES**  
INFORM RELEVANT DEPUTY (OR OTHER ADMIN TEAM MEMBER) IMMEDIATELY. RECORD IN INTEGRIS.

**NO**  
ARE PBS PROCESSES (FLOW CHART) BEING FOLLOWED CONSISTENTLY?

**YES**  
DEVELOPMENT OF APPROPRIATE BEHAVIOUR PLAN, TEACHER SUPPORT AND RELEVANT DATA COLLECTION TO EVALUATE PROGRESS.

**NO**  
IS LEARNING BEING DISRUPTED?  
**YES**  
SEEK SUPPORT OF PBS TEAM MEMBER TO DEVELOP IBP FOR STUDENT. RECORD BEHAVIOUR IN INTEGRIS OR COMPLETE MINOR BEHAVIOUR SLIP. DOES DATA SHOW IMPROVEMENT?  
**NO**  
EXPLICITLY TEACH EXPECTED BEHAVIOUR. MAINTAIN 4:1 RATIO AND USE OF GOTCHAS. RECORD IN INTEGRIS.

**YES**  
CONTINUE WITH IBP. 4:1 RATIO, USE OF GOTCHAS. RECORD BEHAVIOUR IN INTEGRIS.

**NO**  
COMPLETE TEACHER NOMINATION FORM FOR TIER 2 INTERVENTION. SUBMIT TO PBS TEAM. WAS STUDENT ALLOCATED TIER 2 INTERVENTION SUPPORT?

**YES**  
DOES DATA SHOW IMPROVEMENT?\*

**NO**  
DOES DATA SHOW IMPROVEMENT?\*

**YES**  
MAINTAIN CONSISTENT USE OF PBS PROCESSES AND STRATEGIES.

## LEARNING

DOES THE STUDENT HAVE A DIAGNOSED DISABILITY?

**YES**  
CONSULT WITH SEN COORDINATOR.

**NO**  
WRITE IEP IN COLLABORATION WITH DEPUTY, SEN COORDINATOR AND FAMILY. IMPLEMENT AND COLLECT DATA FOR 10 WEEKS. DOES DATA SHOW IMPROVEMENT?

**YES**  
INFORM SEN COORDINATOR OF PROGRESS.

**NO**  
CONSULT WITH DEPUTY, ENGLISH, MATHS AND SEN COORDINATOR FOR SUGGESTIONS ON FURTHER STRATEGIES. UPDATE IEP, IMPLEMENT NEW PLAN AND COLLECT DATA. DOES DATA SHOW IMPROVEMENT?\*

**YES**  
INFORM SEN COORDINATOR OF PROGRESS.

**NO**  
CONSULT WITH DEPUTY, ENGLISH, MATHS AND SEN COORDINATOR FOR SUGGESTIONS ON FURTHER STRATEGIES. UPDATE IEP, IMPLEMENT NEW PLAN AND COLLECT DATA. DOES DATA SHOW IMPROVEMENT?\*

**YES**  
INFORM SEN COORDINATOR OF PROGRESS.

**NO**  
CONSULT WITH DEPUTY, ENGLISH, MATHS AND SEN COORDINATOR FOR SUGGESTIONS ON FURTHER STRATEGIES. UPDATE IEP, IMPLEMENT NEW PLAN AND COLLECT DATA. DOES DATA SHOW IMPROVEMENT?\*

**YES**  
INFORM SEN COORDINATOR OF PROGRESS.

**NO**  
CONSULT WITH DEPUTY, ENGLISH, MATHS AND SEN COORDINATOR FOR SUGGESTIONS ON FURTHER STRATEGIES. UPDATE IEP, IMPLEMENT NEW PLAN AND COLLECT DATA. DOES DATA SHOW IMPROVEMENT?\*

## HEALTH AND WELLBEING

ARE YOU AWARE OF, OR WORRIED ABOUT SELF-HARM, SUICIDAL IDEATION OR SUICIDAL BEHAVIOUR?

**YES**  
INFORM RELEVANT DEPUTY (OR OTHER ADMIN TEAM MEMBER) IMMEDIATELY.

**NO**  
SOCIAL, EMOTIONAL AND MENTAL HEALTH  
PHYSICAL HEALTH/MEDICAL

SPEAK TO STUDENT AND/OR FAMILY WITH AIEO/SBAO SUPPORT. DO THEY WANT SUPPORT?

**YES**  
REFER TO DOCUMENTED HEALTH CARE PLAN. CONSULT WITH SEN COORDINATOR.

**NO**  
CONTACT FAMILY WITH AIEO/SBAO SUPPORT. WERE YOUR CONCERNS ADDRESSED?

**YES**  
DO YOU HAVE CHILD PROTECTION CONCERNS?

**NO**  
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**YES**  
INFORM RELEVANT DEPUTY (OR OTHER ADMIN TEAM MEMBER) IMMEDIATELY.

**NO**  
DO YOU HAVE CHILD PROTECTION CONCERNS?

IF THE STEPS ABOVE HAVEN'T ADDRESSED YOUR CONCERNS, COMPLETE A STUDENT SERVICES SUPPORT REQUEST FORM AND SEND TO [FITZROYVALLEY.DHS.STUDENTSERVICESTEAM@EDUCATION.WA.EDU.AU](mailto:FITZROYVALLEY.DHS.STUDENTSERVICESTEAM@EDUCATION.WA.EDU.AU). REQUEST WILL BE DISCUSSED AND TRIAGED AT THE NEXT STUDENT SERVICES MEETING. CASE MAY BE IMMEDIATELY OPENED, WAIT-LISTED OR ADDITIONAL INFORMATION/ACTIONS REQUESTED.

IF THE CASE BECOMES ACTIVE, THE RELEVANT STUDENT SERVICES STAFF MEMBER WILL AIM TO SET UP A CASE CONFERENCE INCLUDING THE PARENT/CAREGIVER, TEACHER/S AND OTHER RELEVANT STAFF TO DISCUSS THE CASE AND REQUIRED SUPPORT. STUDENT SERVICES WILL MONITOR AND CO-ORDINATE CASE PROGRESS AND INVOLVE EXTERNAL AGENCIES IF REQUIRED.

STUDENT SERVICES, SCHOOL STAFF, PARENT/CAREGIVER AND OTHER AGENCIES WILL WORK TOGETHER ON AGREED ACTIONS FROM CASE CONFERENCE WHICH MAY INCLUDE ASSESSMENT, INTERVENTION AND EVALUATION.