



## RTLB Referral Process



*In order for us to be able to access support from a Resource Teacher of Learning & Behaviour (RTLB) for your child, there are a number of things we must first consider. We have developed this document in order to show the process we go through, and the requirements of the RTLB Service.*

### ***When a parent has concerns about their child's learning or behaviour they should:***

1. *Speak to the **child's teacher** directly, outlining what the concerns / issues are (these could be learning OR behaviour) in order to establish if the concerns are shared at school too (if not shared at school, a visit to your GP would be recommended).*
2. *Complete a **Vision check** (this could be with an Optometrist or Behavioural Optometrist; whichever is most applicable) to rule out any vision issues.*
3. *Complete a **Hearing check**, to rule out any hearing issues (this, and the Vision check is a minimum requirement by RTLB in order for us to make a learning referral).*
4. *Take your child to **your GP**, share your concerns and ask for a **Paediatric Referral** (if deemed appropriate).*
5. *Meet with the **classroom teacher** again to share the results of the above tests / appointments. Discuss progress, goals and next steps, and any classroom adaptations (or home support) put in place.*
6. *Follow through with **suggested actions** from Doctor / Health Nurse / Paediatrician etc; monitor and share results with classroom teacher as appropriate.*
7. ***If no progress** is being made, our SENCO (Special Education Needs Coordinator) Mel Scott will discuss a **referral to the RTLB Service**. This referral may be for resources, testing, equipment or limited Teacher Aide time.*

*If you have any questions about this process, please feel free to email either or us.*

*Smiles,*

**Sonia Mudgway**

**Principal**

[principal@tokomaru.school.nz](mailto:principal@tokomaru.school.nz)

**Mel Scott**

**Deputy Principal & SENCO**

[mScott@tokomaru.school.nz](mailto:mScott@tokomaru.school.nz)