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| **Transition Guidelines**  No new referrals will be accepted in Term 4 however:   * In consultation with Liaison RTLB and PL consideration will be given for trauma / transfer in’s / or students needing transition support. | | | |
| SE & S to RTLB | Within School (class to class, teacher to teacher) | School to school within our Cluster | RTLB Cluster to RTLB Cluster |
| Early Childhood to School   * Follow W Bop RTLB/ MoE, SE guidelines   RTLB to ORS   * Follow W Bop RTLB/ MoE, SE guidelines     SE Behaviour to RTLB  RTLB to SE Behaviour   * Follow W Bop RTLB/ MoE, SE guidelines | HLN  End of Year   * Keep case open * End of year case summary completed, with case reviewed. Does it need a fresh pair of RTLB eyes (reallocation?) * Establish transition plan   RTLB cases End of Year  Behaviour/ Learning   * Close case * Follow closure procedures.   Any cases which need to remain open   * Must be discussed with PL * Must have a transition plan.   A Term 4 request for transition support around a student:   * Is a *short term intervention*, * Will close by week 5 New Year. | If a student leaves a school within the cluster, and the new school is known RTLB will:   * A 5 week transition plan is collaboratively formed * Case is closed at the old school at conclusion of transition plan. * New school re-refers if needed.   If LSF is approved for transition you will have two applications:   * 1st Application = 5 weeks in the old school (end of year) * 2nd Application = 5 weeks in the new school. This must be set up under the new school. This will need a conversation with the new teacher and new school.   A Term 4 request for transition support around a student:   * Is a *short term intervention*, * Will close by week 5 New Year. | From RTLB Cluster 18   * Close case * Follow closure procedure * Give closure report to school (with recommendations). * It is the *school’s responsibility* to send this to the receiving school, and becomes part of the child’s school records. RTLB need to be clear with the school around this. * Receiving school makes a referral to new RTLB cluster if necessary. * RTLB case file stays with the RTLB Service   HLN case moving to a new cluster   * Follow procedure above * PL will notify new cluster, if known. |