

## NCRTL B Request for Support Checklist

Our mission: Through innovation, collaboration and excellence, we will enhance teacher and school capability to improve student outcomes.

Before making a request for support to the NCRTL B Service, please ensure that all of the following actions have been taken.

### **Request for Support – School Systems Focused**

- ✓ Principal/SENCO will identify an area of development informed by data gathering
- ✓ Principal/SENCO will contact the Cluster Manager to discuss details and scope of work
- ✓ Principal/SENCO will complete the request for support on the CMS

### **Request for Support – Teacher Focused**

- ✓ The teacher(s) identify an area they would like support within their own practice
- ✓ The teacher(s) discuss this with their team leader/SENCO
- ✓ The team leader/SENCO will contact the Cluster Manager to discuss details and scope of work
- ✓ The team leader/SENCO will complete the request for support on the CMS

### **Request for Support – Student Focused**

- ✓ Collect data that highlights what the challenges/concerns are
- ✓ Discuss the challenges with a team leader/ SENCO and plan an Adaptive Learning Plan (ALP) and/or Individual Behaviour Plan (IBP) to be implemented using the targeted support /strategies for at least a month
- ✓ Meet with the parents and discuss concerns/ challenges and share/set goals that are documented in the ALP or IBP.
- ✓ Review the ALP or IBP and progress made
- ✓ A collective decision is made to make a RTL B request for support and parental permission has been given
- ✓ The CMS request for support is completed in full with the reviewed ALP uploaded and put on the waiting list by the referrer

If a situation arises where the above actions are not practical to follow, the SENCO/Principal can contact the Cluster Manager to discuss individual student requests for support.