## Support Process – St James College

### Enrolment Stage

- Provision on Enrolment Application Form for parents/caregivers to identify/ disclose specific information that may relate to, or impact on learning needs of student.(medical information, specific academic problems-learning difficulties, disabilities etc.)  Assessment reports and copies of primary school tests are requested.
- Members of College Leadership Team collaborate with Head of Department - Teaching Learning Support in reviewing nature of support needs.
- Supported Enrolment Process initiated.  Contact with the previous school either via telephone and/or a visit by TLS HOD is undertaken to assist in determining the nature of educational support and the capacity of St James to adequately address and resource the student's needs, prior to the decision offering a placement.
- Offer of placement is conditional upon the student's needs being met through the combined studies and pastoral system of the St James College inclusive environment.

### Information gathering Stage

- Support team meetings involving appropriate stakeholders (pastoral co-ordinator, school counsellors, careers counsellor, teaching learning support staff, parents, advocates…), according to needs of student, to collaborate on individual student needs.
- Year eight enrolments may involve a visit to primary school to meet with support staff, attend Individual Education Plan review meetings, observe student in school setting to gain an insight into current levels of  functioning.
- Analysis of information reports, test results in files to gain an awareness of individual learner characteristics.

### Awareness Raising Stage

- Compilation of Individual Student Plan  (ISP)
- Dissemination of relevant background information and copy of ISP through electronic access to all staff
- Teachers consult class lists and student information data and identify students with support needs on their class list.
- Consultation between Teaching Learning Dept and Teachers for further information regarding support strategies, special provisions etc.

**Planning / Implementing Stage**

➤ Teachers incorporate adjustments to planning and teaching / assessment according to individual student needs.
➤ Teaching Learning Support HOD co-ordinates support provision, including allocation of teacher aide timetables to accommodate in class support

**Monitoring / Evaluation**

➤ Data collection by support staff, teacher feedback and parent teacher interviews is used to closely monitor student progress.
➤ Student referral and input from School Counsellors, Careers Counsellor, Pastoral Co-ordinators as appropriate
➤ Collaboration with Pastoral Co-ordinators to review student achievement as indicated on report cards.
➤ Student support plans and profiles are reviewed at end of each module.