

POLICY: TEACHERS SUPPORT TEAM (“TST”) PROTOCOL POLICY

POLICY REF. NO. T1/08/2008 (Rev No. 0)

DATE: 7 AUGUST 2008

Purpose of the Teacher Support Team

The Teacher Support Team (referred to as TST) Protocol is aimed at assisting learners who are experiencing problems that are restricting the normal academic progress of the learner. The TST approach attempts to seek solutions to the problems within a unique forum supported by relevant teachers whose input readily allows identification of the problem/s and provides opportunities to formulate remedial action that will serve the best interests of the learner. Whilst it is recognised that behavioural problems may be related to academic performance, the TST approach general limits its involvement to academic performance and the related emotional well-being of the learner. Any matters of a disciplinary nature are generally dealt with by the designated vice-Principal.

Teacher Support Team Members

The TST is usually composed of the Principal, relevant class and subject teachers and members of the Remedial staff. The TST meets on a regular weekly basis (Wednesday from 13:30 – 14:30) to discuss current referrals.

Initiating a TST Protocol

Any teacher can request that a TST Protocol be implemented for a learner if they feel that there are problem areas which require a team discussion. Parents must be informed about their son's situation and that a TST Protocol has been initiated before the first meeting is scheduled.

TST Procedure

- 1) The teacher who proposes to initiate the TST Protocol (the initiator) must request a TST form from the Remedial staff.
- 2) Complete the form as comprehensively as possible in consultation with ALL relevant staff with whom the learner interacts.
- 3) Return the form to the Remedial Department.
- 4) The Remedial staff will allocate a date and time for the first meeting and notify relevant staff members in writing. [Who will notify the parents?] Details of the meeting will be displayed on the whiteboard so that anyone is free to add to the discussion.
- 5) The Remedial staff will ensure that the profile and relevant documentation are available at the meeting. The learner's workbooks will be provided by the relevant teachers.
- 6) The initiator will be requested to present his/her case followed by a discussion on the best way to manage the case.
- 7) Decisions will be made and entered on the TST form. A copy of the TST form will be placed in the profile and the interview card must be completed by the remedial staff.
- 8) Parents must be notified of the outcome and suggestions of the team by either the class teacher or the Remedial staff.
- 9) If the learner's problem/s cannot be readily resolved by the TST forum, the matter will be referred to a formal meeting with the Principal and the learner's parents (to be held in the Principal's office). The Principal will be briefed prior to the meeting and minutes will be recorded.

External Support

It is incumbent on the Remedial Department and the TST to propose intervention by external professionals if deemed necessary. A list of recommended service providers will be made available to the parents. The Remedial staff must be informed regarding the details of medication and/or therapy treatment that is prescribed for the learner.

SIGNED:

Chairman RBPS Governing Body

