

Parent / carer referral to School Counsellor

Parent/carer referrals to school counsellor must go through CT and LST coordinator.

Parent to complete the [Parent Referral to School Counsellor Form](#) This will automatically provide a notification to the LST.

CT to complete the [LST Teacher Referral form](#) in School Bytes. This will automatically provide a notification to the LST.

LST coordinator to arrange a time to discuss the CT referral.

LST to confirm CT attendance at the next meeting.

CT to organise a swap for lunch time duty, if required.

The LST will discuss the referral with the SC and CT during LST meeting

Decision for follow up action made.

Counsellor provides service to student (consent given in the Parent Referral to School Counsellor form)

Case open/closed updated by school counsellor through LST meetings.