

Teacher has concern about student

Is concern related to a discipline issue?

Is concern related to student welfare?

YES

NO

YES

NO

**Pastoral care
Informal helping**

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Informal helping**

**Follow class or
playground management
flow chart**

**Utilise counselling referral form.
Discuss with Year Advisor/Head of
Department/Head Middle School/Head Senior
School.
Is referral to Student Support Services warranted?**

YES

NO

**Referral to Student Support Services for
follow-up
Formal helping**

**Head of Department/Head of
School will determine level of
Pastoral care / informal helping**