

EDUCATIONAL PSYCHOLOGY SERVICE

- Consultation - - Request - - Guidance -

Please read this before completing the Consultation Request.

- ❖ **The Consultation Request is completed when an individual pupil, group of pupils, class or issue is prioritised by the school for the Educational Psychologist's regular school visit.** It forms the basis of the consultation meeting between **the teacher most concerned, those others involved (including families) and the EP.** In the case of an individual this will usually be at Code of Practice School Action Plus.
- ❖ It is usual for the Headteacher or delegated person to prioritise and make arrangements for the Educational Psychologist's visit. Prior consultation with other relevant staff should be part of that process.
- ❖ After discussion with the Headteacher (or delegated person), the teacher who is most concerned (usually the class teacher or the form tutor) completes the Consultation Request (pages 1-3). This is usually carried out in consultation with the school's link person or year team co-ordinator and/or SENCO. The Consultation Request must be forwarded to the Educational Psychology Service Office at least one week in advance of the Educational Psychologist's contact visit. A copy of the Consultation Request can be kept in school to be handed to the Educational Psychologist on arrival if this is normal practice.
- ❖ When the concern is about an individual pupil it is expected and required that parent/s or guardian/s will have already been involved in discussing the school's concerns and in trying to find solutions, and will be in agreement with the Educational Psychologist becoming involved.
- ❖ **School records will also need to be examined so that the consultation can be completed fully, especially the section on the involvement of other agencies. Copies of the Individual Education Plans and reviews and any reports from other professionals involved should be available for consideration at this meeting.**
- ❖ When Initial Discussions about individuals take place prior to or at Code of Practice - school action - these will also be structured around the questions raised on the Consultation Request Framework. In those cases the pupil remains unnamed until it is agreed to proceed with a full consultation (which needs parental permission).
- ❖ Pages 1-3 may be typed or hand written by school. A copy of the consultation request should be made available to the pupil's family also. Following the consultation the Educational Psychologist will provide a written report/response which outlines the strategies, actions and agreements made at the meeting.