



**TIMEFRAME FOR COMPLETION**  
 Step 1 within 5 working days  
 Step 2 within 10 working days  
 Step 3 within 1 month of date of referral  
 Step 4A within 10 weeks of date of referral  
 Step 4B within 2 terms of date of referral

All steps carried out by relevant House Link

1. Referral sent to relevant House Link

Referrals may be from:  
 Parent / carer  
 Class teacher  
 PT Pastoral  
 PT Curricular

Parent/carer informed via email

Cademuir S1-S3: Mrs Brady-McDonald  
 Cademuir S4-S6: Mrs Ramage  
 Dunrig S1-S6: Miss Geddes  
 Meldon S1-S3: Ms Morrow  
 Meldon S4-S6: Ms Wootton

Information request to subject teachers -  
 checklists & annotated evidence uploaded

PPR check

Parental & pupil checklists

2. Investigate & Record

Pupil card created as appropriate & uploaded to SharePoint  
 Flag created on SEEMIS

3. Meet with pupil

4. Agree next steps

Team decision if Literacy Toolkit to be opened

Parent/carer informed via email

Classroom strategies shared with teachers

Team decision if Literacy Toolkit to be opened

4A. Diagnostics

AA recommendations shared with subject teachers & parents / carers and recorded on SEEMIS & Pastoral notes  
 Classroom strategies shared with teachers

Ongoing monitoring; new evidence considered

4B. Team decision as regards formal identification of dyslexia or not  
 Flag created on SEEMIS

Dyslexia identification letter generated to parent as appropriate

Phone call / face:face meeting with parent to discuss

SEEMIS & Pastoral notes updated