



## FLOWCHART OF ACTIONS TO TAKE WHEN REQUESTING PROVISION OF THERAPY SERVICES AT NEWBRIDGE HEIGHTS PUBLIC SCHOOL

Parents/Carers make a request for the provision of therapy services in the school by completing the request form. The request form is to be handed to the office and discussed with the class teacher. If parents/carers require support to complete the form, they are welcome to arrange a meeting with the Learning & Support team co-ordinator.

The Learning and Support team, in collaboration with the class teacher, will discuss the therapy with the service providers in the school, and consider the following: the impact of the service on a student's access to the curriculum, the impact of the service on other students, the ability to maintain business as usual at the school for the benefit of all students, and the capacity to observe or supervise the delivery of the service. The Learning and Support team will make a recommendation to the Principal. The decision will be determined by the Principal as to whether the service provision will be conducted at school.

The provision of services in the school is approved.

YES

NO

Parents are informed that the provision of services within the school are appropriate. Parents should contact the parent provider.

<https://education.nsw.gov.au/inside-the-department/teaching-and-learning/students-with-disability/resources/external-providers#Information4>

Parents are informed that the provision of services within the school cannot be accessed. This may be reviewed at a later date.

The service provider completes the DoE requirements and provides the required documentation to Newbridge Heights Public School. The service provider organises a time and date for an induction to occur on site. The administration team informs the class teacher as well as the Learning and Support Team co-ordinator that this has been completed. This must be revised annually. <https://education.nsw.gov.au/inside-the-department/teaching-and-learning/students-with-disability/resources/external-providers#Information3>

The service provider communicates directly with the classroom teacher to negotiate session times to set for the term. The LST co-ordinator sends a confirmation email to the parent/carer, therapist & school admin team. The confirmation email will include: the timeframe for the service, the review date and a timeline for feedback to be provided to the school from the service provider.

During this time, the class teacher and learning support team will organise a meeting with the service provider and the parent/carer. This meeting will provide an opportunity to discuss the interventions that are being implemented and to complete the engagement agreement and service schedule with the provider. The principal and provider are required to sign the external provider engagement agreement.

The service provider will provide the school with updates on the progress towards the agreed upon goals of each student in a pre-determined timeframe communicated by the school. The agreement will be reviewed at the end of the pre-determined timeframe, and it will be determined if the service provision will continue or be concluded.

For accessible documentation, see link:

<https://education.nsw.gov.au/inside-the-department/teaching-and-learning/students-with-disability/resources/external-providers#Information4>