

# FLOWCHART OF ACTIONS TO TAKE WHEN REQUESTING PROVISION OF THERAPY SERVICES



## AT NEWBRIDGE HEIGHTS PUBLIC SCHOOL

Parent/Carers make a request for the provision of therapy services in the school by completing the request form. The request form to be handed into the office and discussed with the class teacher. If parents/carers need support to fill in the form, they are welcome to make a time with the LST Coordinator.

The Learning and Support Team (LST) in collaboration with the class teacher discuss the appropriateness of therapy with the service provision in the school for the student listed considering the following: Impact of the service on a student's access to the curriculum, Impact of the service on other students, Ability to maintain the ordinary running of the school for the benefit of all students and the Capacity to observe or supervise the delivery of the service. The LST make a recommendation to the Principal. A decision is made by the principal as to whether the service provision will be conducted in the school or not.

Provision of services in school is appropriate.

Yes

No

Parent is informed by the school that the provision of services in school is appropriate. Parents are to contact the Service Provider.

Parents are informed that therapy cannot commence at school. This may be reviewed at the end the term.

The Service Provider completes DoE requirements and provides the required documentation to Newbridge Heights PS Public School. Service Provider organises a time and date for an induction to occur. Administration personnel informs class teacher and LaST that this has been **completed annually**.

Service provider communicates directly with the classroom teacher to negotiate session times to set for the whole term. The LST co-ordinator sends a confirmation email to the parent/carer, therapist and admin personnel who ensures it is written into the school term planner. The confirmation email will also include the timeframe for the review date and the timeframe for the feedback from the service provider.

During this time, the class teacher and Learning and Support teacher organise a meeting with the service provider and parent/carer. This meeting allows conversation about the interventions the Service provider will be implementing and is an opportunity to complete the Engagement agreement and Service Schedule with the provider (which needs to be completed and handed to the administration personnel prior to beginning the sessions).

The Service Provider will provide the school with updates on progress towards agreed upon goals of each student in a determined time frame communicated by the school. The agreement will be reviewed at the end of a determined timeframe communicated by the school to determine if the service provision will continue or not.