



# Parklea Public School

## Externally Funded Service Providers

### Implementation Process



Schools have an important role to play in supporting families to engage with the NDIS. There may be times when families ask for a NDIS-funded service provider to work with their child in the school. Principals have the authority to determine if and when NDIS-funded services can be provided during school hours and must ensure that the flow of the school day is not interrupted.

Externally funded health, disability and wellbeing service providers may seek to provide their services to students at the school, during school hours. Access to the school by an externally funded provider is at the discretion of the principal.

**If you would like your child to work with their service provider (occupational therapist, speech pathologist, behaviour therapist etc.) at school, please complete each of the following steps;**

1. Parent/Carer to speak with Externally Funded Service Provider to ensure they are aligned with the Specialist Allied Health and Behaviour Support Provider Scheme. **Please note: All therapists engaged at Parklea Public School must be aligned with the Scheme or service engagement will not be supported.**
2. Parent/Carer to complete a 'Parent Request for Externally Funded Service Providers' form and submit the form via the school's email account. The form can be found on our school's website under the 'Working with Therapists' tab.
3. Principal/Learning Support Team consider the request, taking into account the needs of the child, other students and the operations of the school.
4. If agreed, the service provider will receive an email from the school to enter into an 'Externally Funded Service Providers - Engagement Agreement' with the school and meet the Department of Education's legal requirements.
5. The Learning Support Team will contact the service provider to confirm start date and time.

Service provision at our school is subject to the following:

- Availability of physical space (Classroom/withdrawal rooms)
- Availability of physical resources (teaching/SLSO staff)
- Impact of the student's learning
- Needs of all students within the classroom; and
- Therapy aligns with the classroom teacher's timetable.

Service provision subject to conditions:

- Maximum of 60 minutes per session, between the hours 10am – 1:20pm
- External provider services are to commence from Term 1, Week 5
- No new service engagements will be processed beyond Term 4, Week 5.
- Service providers must ensure their session does not impact upon the teaching and learning of the other teacher and/or students in the class.
- Service providers must protect the privacy and confidentiality of the school setting, ensuring they do not disclose information/observations during their time within the school.
- External Therapist must contact the school if there are concerns about the onsite session, as the previous point states, details of the school setting must not be disclosed to parents.
- Parent/Carer must notify the school if the provider's services are terminated.
- Parent/Carer must notify the provider if the student is absent from school on a day scheduled for service delivery.

If the outlined conditions are not adhered to, the school has the right to terminate the Engagement Agreement at any point.