



Singleton Public School

8 Hunter Street Singleton, NSW 2330

Phone: (02) 6571 2250

Email: singleton-p.school@det.nsw.edu.au



Parent Request – Therapy During School Hours 2022

Please return the attached page to the school no later than the dates outlined on the timeframe below. The Learning Support Team and Principal will consider all reasonable requests for external therapists employed under the NDIS to work with students during school hours.

The focus of this therapy must link to educational outcomes for it to be deemed appropriate for delivery at school. If goals do not link to educational outcomes, the therapy should take place before or after school. In addition, the Learning Support Team will also consider the impact on:

- Class timetables
- Teacher availability for supervision
- Availability of an appropriate space for therapy to take place
- Disruptions to the rest of the class

Important note:

Please see the timeframe for the processing of parent requests. Any requests sent in after the cut-off date will be held over until the following term's Learning Support Meeting. To help us make our decision, we ask that you provide as much information about the proposed delivery of therapy as you can (see next page).

Process for Term 1 for Mainstream Setting

Timeframe	Action	Who
Friday, February 4	Parent request forms returned to class teachers	Parents/carers
Term 1, Week 3	Learning Support Team tables all parent requests for consideration	Learning Support Team Principal Class Teachers
Term 1, Weeks 5 & 5	Learning Support Meeting with parent/carer and therapists (remote or face-to-face)	Learning Support Team Parents/carers Therapists
Term 1, Week 6	Therapy may commence	Therapists

Process for Terms 2 – 4 for Mainstream Setting

Timeframe	Action	Who
Terms 2-4, Week 1	Parent request forms returned to class teachers	Parents/carers
Terms 2-4, Week 2	Learning Support Team tables all parent requests for consideration	Learning Support Team Principal Class Teachers
Terms 2- 4, Weeks 2 & 3	Learning Support Meeting with parent/carer and therapists (remote or face-to-face)	Learning Support Team Parents/carers Therapists
Terms 2-4, Week 3	Therapy may commence	Therapists

Parent Request – Therapy During School Hours 2022

I would like the Learning Support Team and Principal to consider my request for therapy to be delivered to my child during school hours. I have read the information on the first page and understand that, in some cases, therapy may not be deemed appropriate for delivery at school.

I understand I will need to attend a meeting with the school to discuss the delivery of therapy, for it to commence. This meeting may be attended remotely or by telephone if I am unable to attend in person.

I have included as much information as I can on the form below.

Student name:		Class:	
Parent name:		Contact number:	
Therapy cannot be delivered outside of school hours because...			

*Did you know? Students may be taken out of school to attend therapy or specialist’s sessions, without them being marked absent on the roll. If you would like to know more about this, please contact Mrs Frith by phoning the office on 6571 2250 or emailing the school.

Details of Therapeutical Services Requested

Therapist’s name:		Type of therapy/service:	
Provider/Company:		Phone number:	
Email address:			
Proposed day for delivery of therapy:		Proposed frequency of therapy:	
Focus of therapy:			

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Provider/Company:		Phone number:	
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Focus of therapy:			

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Provider/Company:		Phone number:	
Email address:			
Proposed day for delivery of therapy:		Proposed frequency of therapy:	
Focus of therapy:			

If more room is needed, please use the back of this sheet.

Return this slip to your child’s class teacher no later than the timeframe indicated on the previous page. Alternatively, scanned copies may be sent to singleton-p.school@det.nsw.edu.au with ‘Attention: Learning Support Coordinator’ in the subject line.