



Singleton Public School

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Education

Parent Request – Therapy During School Hours 2025

At Singleton Public School, we are committed to best supporting our students in their learning and social development. Collaborating with external providers can play a vital role in enhancing their educational experience. If you are seeking to have external providers who work with your child, visit the school to deliver therapy in 2025, please complete and return the form on the next page. The school will then contact each therapist to coordinate induction and appointment times.

Please note the following:

- In 2025, therapy will not be able to commence until Week Six, Term One. The school needs to confirm timetables, rosters and staffing before therapists are allocated their appointments.
- Therapists will be contacted and offered the available timeslots. These times are not negotiable and take into consideration our need for uninterrupted morning literacy and numeracy sessions, RFF, library, scripture and assembly. Once timeslots have been allotted, they are unable to be changed or have make-up sessions provided.

The focus of this therapy must be to provide strategies for students to engage positively with their learning and peers in the school setting. If goals do not meet these criteria, the therapy should take place before or after school. In addition, the school will consider the:

- Availability of an appropriate space for therapy and availability of staff to supervise sessions.
- Impact of having multiple additional adults in and out of the room.

If you have any questions, please contact the school on (02) 6571 2250.

Kylie Hamilton
Learning & Support Teacher
Singleton Public School

Parent Request – Therapy During School Hours 2025

Parent request for service provision to be conducted during school hours

This form is to be completed by parents/carers in advance of any NDIS service provision commencing at Singleton Public School. Information should be completed in consultation with external providers and the original returned to the school.

Student Name:	Class Teacher:
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Service Provision Requested:	Organisation Delivering Service:	Name of Therapist:
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<input type="checkbox"/> Speech Therapy		
<input type="checkbox"/> Occupational Therapy		
<input type="checkbox"/> Physiotherapy		
<input type="checkbox"/> Other:		

Expected outcome or goal of therapy service:

Frequency of Service	Session Duration	Length of Service
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Tick all that apply.

<input type="checkbox"/> Weekly	<input type="checkbox"/> 30 minutes	<input type="checkbox"/> Term One
<input type="checkbox"/> Fortnightly	<input type="checkbox"/> 40 minutes	<input type="checkbox"/> Term Two
<input type="checkbox"/> Monthly	<input type="checkbox"/> 60 minutes (from 2:05pm only)	<input type="checkbox"/> Term Three
<input type="checkbox"/> Once or twice a term		<input type="checkbox"/> Term Four
<input type="checkbox"/> One-off (observations/assessments only)		

Will there be a clear link between the therapy service goal and a PlaSP goal?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Will the therapist be available to attend a Learning Support Team meeting?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Note:

In 2025, delivery of therapy at school will commence no earlier than Week 5 of Term 1. This allows time for class teachers to conduct pre-assessments and establish routines and expectations with their classes.

The final day for therapy will be Friday 28th November (end of Week 7, Term 4). Supervision for therapists as per Child Protection guidelines is not able to be guaranteed due to end of year activities, as classes and staff are often in alternate locations or off-site.

Parents are responsible for advising therapists when their child is away from school or if a school event or excursion will impact the delivery of therapy. Unfortunately, we are unable to reschedule missed sessions or add additional sessions due to limited space and time.

<input type="checkbox"/> I understand that a decision will be made regarding the provision of therapy services during school hours after a learning and support team meeting for my child.	Parent Signature:
<input type="checkbox"/> I understand that should no suitable times or learning spaces be available in my child's class the service cannot commence. The request will be placed on hold and reviewed at the end of each term.	Date:

Approved	Declined	On Hold / Review	Principal Signature / Date
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