

Step 1

Request and Communication

All requests are submitted to the Learning and Support Team (LST).

- Parent requests for external provider assessments are submitted to the Learning and Support Team (LST) by KSPS staff.
- Requests from external providers are communicated to parents first to ensure awareness of the request and obtain permission for exchange of information.
- Exchange of information permission is required in writing.

Step 2

Parent/Carer Permission

Permission for exchange of information required.

- Parents are asked to sign a permission for exchange of information, available on *School Bytes - Forms - Wellbeing*.

School forms



Wellbeing

Parent/Carer Request for External Provider Onsite During School Hours
Kotara South Public School

Permission to Exchange Information Kotara South PS
Kotara South Public School

- Once permission has been confirmed, the request is tabled at the LST meeting (held each Monday).

Step 3

Consideration of Request

Principal and LST ensure the service aligns with the student's learning goals.

- LST discuss the request and relevant support details and recommend future actions.
- If approved, request will be sent to the class teacher, who has 14 days to complete it and inform parents and the LST.
- If not approved, the class teacher will update parents following the LST meeting regarding future actions.

Step 4

Future Actions

Support Planning and follow up.

- All assessments are submitted electronically or emailed directly to the external provider.
- It is recommended that parents provide external provider reports and recommendations for support to school.
- Appropriate recommendations from external providers are included in support planning for the student.