



NSW Department of Education

Requesting an NDIS - funded therapy service for your child at Wewak Street School.

Information for parents and carers

This document provides information for parents and carers seeking to have NDIS - funded service delivered at Wewak Street School.

There are 3 key steps for parents and carers who want an NDIS - funded service delivered in school:

1. Ask the school in writing
2. The LaST Committee considers your request, taking into account the needs of your child, other students and the operations of the school
3. The LaST team lets you know whether or not the provider can deliver their services at the school.

NDIS - funded therapy supports and schools

Some children and young people with disability may benefit from allied health and specialist therapies. Examples include physiotherapy, speech pathology and occupational therapy. In most cases, these therapies can be delivered at home or in a therapist's office. Some therapies may be best delivered in school during school time.

The NSW Department of Education and the National Disability Insurance Agency (NDIA) recommend that therapy services funded through a child's NDIS support plan are best delivered outside of school time. This allows the school to focus on teaching your child and all other students, and ensures your child does not miss out on important learning time.

Schools work with both parents and allied health providers to meet the needs of students and support their learning and development. This may include sharing information about the student and what activities might work best to support them. In some cases, where it is suitable, this may mean working directly with the provider.

The LaST committee is responsible for deciding when and how therapy services are delivered in the school. They will make decisions that ensure that the school is able to run to benefit all students and without disrupting learning. The LaST committee will manage any services that come into the school in a way that supports children to continue to take part in classes and school activities.

The LaST and Principal will consider a number of important matters.

After your communication with the school, the LaST and principal will consider a number of matters including:

1. the school's duty of care to all students and staff
2. how the service relates to your child's needs
3. impacts on your child if they will need to leave the classroom to receive therapy
4. arrangements to ensure that your child is adequately supervised when receiving the service
5. effects on other students if the service needs to be provided in the classroom

- whether the service needs to be delivered at a particular time of the day.

The principal will let you know about their decision

If the principal agrees for the service to be provided at the school, you will need to let the provider know. This includes letting them know the agreed times and days for the service to be delivered at school. If the NDIS team decides that the service is not able to be delivered at the school, talk to the school about how the service delivered outside of school can support your child's learning. The school may decide to talk directly with your provider about how the provider's services can help with your child's learning goals.

Providers coming into a school need to meet legal requirements

Before starting work in a school, the service provider will be asked to show that they comply with certain legal requirements. This includes a Working with Children Check clearance for all provider staff working in the school. The school will give providers information about these requirements.

Providers will be asked to sign a written agreement with the school. This agreement sets out how they will work in the school, including the agreed times and days for the service to be delivered. The provider will need to record the details of the services that they will provide to your child in the school. You can request a copy of the agreement between the school and the provider, including information that relates to your child. The NDIS team require providers to complete a written summary of activities and/or observations after each session. Parents do not attend observations with allied health professionals. The school has the right to stop a provider's access if:

- the provider breaches their agreement with the school

- the NDIS team decides the service does not support your child's educational needs or goals the service impacts on school operations.

The principal will contact you before they take this step. If you are unhappy with this decision, you should discuss it with the principal.

Your ongoing role when a provider is working in a school

Under your child's NDIS plan, you will have a service agreement with the provider you have chosen for your child's therapy support. This means you will continue to have a role when it is agreed that the service will be delivered at school.

This includes:

- Letting the therapy provider know that the school has agreed to them working with your child at school at the agreed times and any other conditions. This information will be included in the written agreement with the school.
- Telling the therapy provider as soon as possible if your child is absent from school on a day when the provider is supposed to go to the school.
- Telling the service provider if other activities at school mean that therapy cannot take place. For example, when sports carnivals, excursions, or special events or assemblies are scheduled.
- Telling the school if you stop using the service or change providers.
- Meeting or talking regularly with school staff to review your child's personalised learning and support plan, and talking about how the service is going.

Schools will not assess providers

Schools will not assess the professional skills of therapy providers or evaluate their accreditation. However, if the school has concerns about the service being delivered to your child, the school will discuss these concerns with you.

Request for NDIS funded therapy service for your child at Wewak Street School

Parents/carers write a letter to the school requesting therapy service be provided during school hours

LaST review new request.

Request is given to Principal to present at the LaST

Parent/carers meeting requested and meeting held

No Link between therapy goals and PLSP evident

Link between therapy goals and PLSP evident

Principal review application and make a considered decision taking into consideration individual and class need.

Principal contact parent to advise that the therapy service cannot be conducted at school and the reason it has been declined.

Principal contact parent to advise that the therapy service can be conducted at school

Parent contacts external therapy provider to complete the mandatory paperwork for completion therapist already working in school update paperwork for new student)

Request is on hold until external therapy complete mandatory training requirements and provide all mandated documentation

External therapy complete mandatory training requirements and provide all mandated documentation

Appeal: Parents/carers can appeal the principal decision through letter or email wewakst-s.school@det.nsw.edu.au

Teacher and therapist identify a mutually agreeable time

* Please note: There may be times where a clear link with therapy service provision and the PLSP goals is established, however due to high demand or the inability to negotiate an appropriate time, the service request may need to be put on hold and reviewed at a later date

Therapy takes place in school. Therapy provider provides report after each session or observation. Reviewed each term