



George Bass School

1. Parent contacts the school to request a form to apply for therapy provision at school (student assessment, observation, meeting with teacher, in-school therapy session).
2. Parents are given an info pack which includes the school policy regarding external service providers and forms for the parents and therapist to fill in.
3. Parents and/or therapists send completed forms and required documents back to school via email (georgebass-s.school@det.nsw.edu.au) or in their child's home/ school communication folder.
4. Learning Support Team discusses request and informs parent whether it has been approved or denied.

If
approved

4. Parents will be contacted to notify that their request has been approved.
5. Parent asks the therapist/service provider to contact the school via email.
6. Students' teacher and therapist/ service provider discuss agreed goals and negotiate a suitable date and time based on initial request form.
7. Family, therapist and school commence working together to support student's therapy goals.

If
declined

4. Parent contacts the school to request feedback.
5. School provides feedback to parent.
6. Parent decides whether to amend request form and re-submit.