



External Providers at Kurrambee School **Flowchart**

1. External Providers and Families receive:

- “External Providers at Kurrambee School letter” (see over),
- “Written Consent for Externally funded service providers delivering health, disability and wellbeing services to students”

2. Family returns “Written Consent for Externally funded service providers delivering health, disability and wellbeing services to students”

PLEASE NOTE THE SCHOOL OFFICE NEEDS ONE WRITTEN CONSENT PER THERAPIST REGARDLESS OF WHETHER THEY ARE FROM THE SAME EXTERNAL PROVIDER.

3. External Provider contacts school.

- If the school has written consent, the school will email students PLP (as a PDF) and paperwork package to the external provider for completion,
- If the school does not have written consent, the external provider will need to remind the family to complete this paperwork and return it to school

4. Once the external provider has completed ALL paperwork and returned it the office, it will be given to the Executive Team to check that delivery of services supports students PLP goals.

- If the delivery of service supports PLP goals, this will then be handed to classroom teachers to accept/reject requests / times based on their classroom program and ALL students needs
- If PLP goals are not supported, this will be returned to the external provider and the external provider will need to reapply addressing PLP goals.

5. Classroom Teachers will return completed therapy request forms to the office and the office will advise the external provider of the outcome of their request.