

Jordan Springs Public School External Service Provider Request Flow Chart

Parents/ Carers obtain a Request for Provision of Therapy Services in School form from the school website. The completed form is then returned to the office in person or via email. Administration staff will pass this onto the LST.



The LST considers the appropriateness of the provision of the therapy during school hours. The LST makes a recommendation to the Principal. A decision is made by the Principal as to whether the service provision will go ahead.





Provision of therapy in school is appropriate



Coordinator of the LST informs parents that the provision of services in school is appropriate. The parents contact the service provider. The Service Provider completes DoE requirements and provides the required documentation to Jordan Springs Public School. LST representative coordinates a meeting with the Principal, class teacher, parent & provider.

Principal or LST representative informs parents/ carers that therapy cannot commence at school. This may be reviewed at the end of term



The service provider organises a time and date for an induction to occur. Date of induction is recorded by the LST representative.



At the External Student Support (ESS) meeting, the engagement agreement is discussed. A service schedule is agreed upon, including a review date.



After the meeting the dates and times of sessions are agreed on, they will be recorded and communicated to the classroom teacher and administration staff.



The service provider will provide the school with updates on progress towards goals for each student in an agreed time frame. Agreements are reviewed in the determined time frame to consider the impact of therapy at school.