



External Service Provider Guidelines (includes NDIS-funded) 2024

National Quality Area 6: Collaborative partnerships with families and communities

National Quality Area 7: Leadership and service management

AITSL Professional Practice Standard 4: Create and maintain supportive and safe learning environments

AITSL Professional Practice Standard 7: Engage professionally with colleagues, parents /carers and the community

Further information on service providers in schools can be found on the Department of Education public website: [Service Providers in Schools](#) ^[1].

CONTEXT

Fremantle Language Development Centre (LDC) is an Independent Public School that provides targeted, intensive language and academic intervention for students who have been identified as having a Developmental Language Disorder (DLD). Students attending the school participate in a high-quality teaching and learning program that accelerates their language growth and optimises potential as life-long learners. This specialised and supportive environment focuses on the social, emotional and academic growth of students from Kindergarten to Year 3. The aim is to return children to mainstream education when they are more able to demonstrate age-appropriate speech, language, social skills and the ability to participate academically. Regular attendance is critical to student success throughout their placement.

Fremantle LDC builds and maintains partnerships with students' families and significant others to maximise the language and learning outcomes of students.

External service providers, including those funded by NDIS, often seek to provide their services to students at the school during school hours.

DEFINITIONS

An **external service provider** is any individual or entity external to the Department of Education providing health, disability and/or wellbeing services to students attending Fremantle LDC. External services commonly accessed by students attending Fremantle LDC include, but are not limited to tutoring, private or public speech pathology, occupational therapy, physiotherapy, and counselling.

The **National Disability Insurance Scheme** (NDIS) is delivered by the National Disability Insurance Agency, to support and address the functional impact of disability on a child's daily living activities. Fremantle LDC students who are clients of the NDIS are often able to secure funding that enables them to access external services and supports.

AIMS

This document aims to ensure:

- Fremantle LDC students receive targeted, intensive oral language and academic intervention and access to the West Australian curriculum throughout their placement
- Each student's potential for progress is maximised by prioritising and protecting time engaged in the oral language learning program
- Fremantle LDC is able to provide appropriate facilities to enable the effective delivery of services within a Response to Intervention framework
- Fremantle LDC staff and families are aware of the key legislative and policy requirements to consider when external providers seek approval for delivery of services at the school
- Fremantle LDC continues to make local decisions regarding the provision of services on their site to ensure duty of care of students and staff is maintained.

Fremantle LDC is guided by the existing obligations that schools have towards students under the Commonwealth Disability Discrimination Act 1992 and the Disability Standards for Education 2005. The Western Australian Department of Education (including schools) have obligations, quite separate from the NDIS, under State and Federal anti-discrimination laws to make reasonable adjustments to enable their student with a disability to access education on the same basis as students without disability.

PROCEDURES

- Fremantle LDC is unable to accommodate the delivery of services by external providers (including NDIS funded) to students *at the school* during or after school hours.
- In order to maximise the targeted, intensive oral language and academic intervention provided at Fremantle LDC, the delivery of services by external providers (including NDIS funded) should take place outside of school hours if at all possible, either in their home or an external location (e.g. clinic).
- Parents of students requiring occasional appointments during school hours may sign their child out at the front office as per usual procedure.
- If therapy services take place regularly during school hours, resulting in a student's regular absence from a curriculum learning area (e.g. Science, Art), an achievement grade or comment will not be provided in the Semester Report for that area. Parents should submit a **Request to access regular therapy offsite within school hours** form (**Appendix A**)
- Parents are encouraged to share with Fremantle LDC relevant information or reports from external providers. When parent consent is provided in writing (**Appendix B**), Fremantle LDC staff and external providers may communicate by telephone or email to discuss relevant student information. This will allow for Fremantle LDC to consider how the goals and strategies of external service providers can be aligned with the school.

Related Links

1. Service Providers in Schools: <https://www.education.wa.edu.au/service-providers-in-schools>

Version: 1/2022; 2/2023

Effective Date: January 2024



Appendix A

Request to access regular therapy offsite within school hours

Date: _____

Dear Principal

I would like my child to access therapy services on a regular basis offsite, but within the Fremantle LDC school hours.

I understand and agree that this arrangement will result in my child's regular absence from a particular curriculum learning area (e.g. Science, Art) and an achievement grade or comment will not be provided in the Semester Report for that area.

I will collect my child _____, (student name) as follows.

day: _____ time: _____

I will return my child to school if time permits.

Kind regards,

Parent Name

Signature



**Appendix B
Therapy services outside of Fremantle LDC**

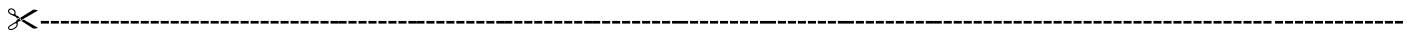
Dear Families,

If your child is accessing therapy services outside of Fremantle LDC, please complete the form below and return it to your child’s teacher. With your consent, we may contact external providers to share information and discuss the ways in which we can work together to support your child’s therapy goals.

Please contact us on (08) 9312 4850 if you have any questions or concerns.

Thank you

Fremantle Language Development Centre



CHILD’S NAME: _____ **YEAR LEVEL & CLASS:** _____ **Date:** _____

1. Please indicate if your child is accessing any of the following services:

Speech Pathology Name and contact information: _____ |

I provide consent for Fremantle LDC to contact and share information with this person Yes No

Occupational Therapy Name and contact information: _____ |

I provide consent for Fremantle LDC to contact and share information with this person Yes No

Physiotherapy Name and contact information: _____ |

I provide consent for Fremantle LDC to contact and share information with this person Yes No

Social Work Name and contact information: _____ |

I provide consent for Fremantle LDC to contact and share information with this person Yes No

Other service: _____ Name and contact information: _____ |

I provide consent for Fremantle LDC to contact and share information with this person Yes No

2. Does your child receive NDIS funding? (National Disability Insurance Scheme) Yes No

Signed: _____

Parent/Caregiver Name
(please print): _____