## REQUEST FOR THERAPY SERVICE TO BE CONDUCTED DURING SCHOOL HOURS



STEP 1 PARENTS/CARERS to complete the NEW - Parent Initiated Service provider ...form and email it to the teachers <u>and</u> the SPS Therapy email address.

success.ps.Therpy@education.wa.edu.au

Forms are available on the school Website and in Success Primary School Parent Space Connect Library.

STEP 2 TEACHERS to ensure information regarding therapist is sent to Admin SS deputy (Donna Howat MS, & Claire Leonard ES). Teachers are to let Admin know if therapy is NOT happening in the classroom and the reason why (i.e OT requires pool)? If not in the classroom, where will therapy take place?

**STEP 3** ADMINISTRATION will add students, parents & therapist contact details into SCHOOL THERAPY service platform.

STEP 4 The THERAPIST receives a link via email and creates an account on the SCHOOL THERAPY platform.

**STEP 4** The **THERAPIST** uploads any requested documents.

**STEP 5** The **THERAPIST** completes any fields required of them. Once all fields are completed, this creates the required parent/therapist Request forms for the proposed service.

**STEP 6** PARENTS/CARERS clicks on the email sent from our SCHOOL Therapy system and signs any Parent Request/Approval documents required by the school. There may be some tick boxes they need to tick, but they sign by typing in their name. Once the forms are signed, the parent will be emailed a copy.

**STEP 7** The **THERAPIST** also signs any documents that might be ready for signing. Copies of these documents will be available for viewing by the Therapist in the SCHOOL THERAPY portal.

## STEP 8

**PARENTS/CARERS** must manage therapists to ensure:

- Total time for all therapy for a child, **doesn't exceed 2 hours** of school time.
- Therapy Service must align with school teaching and learning goals and be conducted where possible in the classroom.
- Discuss with Admin if a 'special agreement' for therapist is required ie transition into school at the beginning of the year, OT space.
- Therapist area aware that Success PS is open to Therapy in Term 1, Week 5 and concludes Term 4 Week 4 (for Year 6 students) unless a 'special agreement' has been arranged, and Term 4 Week 7 for all other year levels.
- To ensure whole school events will take precedence over Therapist times i.e. end of year transition and celebrations.
- Parents to liaise with Therapist and ensure their goals/therapy reports are shared with the classroom Teacher.
- All documentation requirements are being met and align with school-based goals. Therapy that doesn't meet these requirements will not be approved and the therapy can be accessed outside of school hours. If a therapy session is deemed **not in the student's best interests** to be conducted during school time, parents will be contacted, and alternate arrangements will be made by the parent and therapist.

**STEP 9** ADMINISTRATION verifies and accepts all documents the therapist has provided and makes a note of any expiry dates or policy numbers, where required. ADMIN checks the parent signatures on any Parent Request/Approval forms and the signatures of any forms the Therapist has signed so far and approves them.

**STEP 10** ADMINISTRATION at this point the school can check the requests and decide if approval is granted for the service at the school. Once the school completes the small number of remaining fields, THEN The Service Schedule/Agreement is created, and it can be signed by all parties.

**STEP 11** TEACHERS to input their availability into the School Therapy platform. If DOTT timetable changes occur, teachers will be able to update at the beginning of each term with any changes and their new availability (if needed), enabling Therapists to make bookings.

**STEP 12** The **THERAPIST** will receive an email letting them know that they can now book for the engagement therapy session.

As part of the 'sign in' process, therapist must sign a 'Confidentiality Agreement' to work in classrooms, when entering the school for the first visit.

STEP 13 ADMINISTRATION As part of the first sign in, School Officers check School Therapy platform, plus copy and process WWCC.

**STEP 14** TEACHERS - every Friday teachers will receive an email with the bookings for their students for the following week. If school events clash with Therapist time, teachers inform parents so they can cancel the booking with therapist though the platform. The platform will notify therapist if a cancelation has been indicated.

**STEP 15** PARENTS/CARERS are to use the School Therapy platform to indicate if their child has a medical appointment or will be away sick, and the Therapist platform will inform Therapist of the cancelation.