



Process for Requesting Therapy Services During School Hours

Before any therapy can be delivered during school hours at Tallowood School, all visiting **Therapy Providers** are legally required to complete all compliances including the 'Engagement Agreement'.



The 'Request for Therapy' form must be completed by parents/carers and **signed by both the therapist and parent/carer**.
The form can be sent home in the communication book, via email or downloaded from the school website.



The request for therapy must come from the **parent/carer**. Therapists should not be emailing teachers directly prior to approvals and checks being completed.



One form needs to be completed for **each** therapy requested.



The Deputy Principal checks the form then the school administrative staff carry out the compliance checks for the organisation and therapist to ensure they meet all necessary requirements.



Once the company and therapist are cleared to work with students at Tallowood, the parent/carer will receive an email from the school stating that therapy is able to commence. The teacher and the therapist will be copied into this email and a **Service Schedule** will be attached.
The therapist and the teacher will then complete the Service Schedule and negotiate a mutually convenient time for the therapy session.



Once the Service Schedule has been completed, the classroom teacher will **email a copy to the school** to be retained on the student's file. The school administrative staff will email a copy to the therapist and the parent/carer.



An appointment is then made by the administrative staff in the school calendar, inviting the therapist and teacher to the scheduled visits.



On the therapist's first visit to Tallowood School each year, they will need to be inducted by the **school administrative staff**.