



Dear Parents and Caregivers

### **Guidelines for the running of therapy programs during school hours 2021**

As you may be aware, the advent of NDIS has led to a significant increase in requests for therapy programs to be conducted during school hours.

Kenwick School recognises that effective therapy services can strongly contribute to the lives of students and enhance the professional knowledge of our staff. However, there is now a strong need to carefully manage the volume of requests that we are now receiving. I therefore write to advise that we have developed guidelines to ensure in-school therapeutic programs, conducted by external agencies (e.g. Therapy Focus, the Ability Centre etc.), are:

- Clearly linked to, and will optimise IEP and Big Plan outcomes for the student and/or will enhance positive educational experiences;
- Implemented in ways that maximise student engagement in educational programs; and
- Carried out at times (and in ways) that will minimise disruption to classrooms.

So commencing in Term 1 if you wish your child to receive therapy services during school hours, this will be the process:

1. All parents/caregivers must complete the attached *Request for Service Provision by Therapist* form (**Green form - Appendix 1**) and *Release of Information form* (**Green form - Appendix 4**) and return it to the school with all relevant documentation requested for consideration.
2. Applications will be assessed by the Principal in liaison with the school stakeholders with reference to the above criteria and be either approved or rejected;
3. The School will then inform parents/caregivers of the outcome of their application(s); Approved applications will then be actioned by our Therapy Liaison Coordinator whose role it is to coordinate with teachers and therapist to establish mutually agreeable times for the implementation of the therapy this will include prior to therapy commencing on site a meeting with relevant stakeholders to determine the therapy pathway and guidelines for 2021.

Thank you in advance for your support. Should you require any clarification, please do not hesitate to contact Tania Copeland , Therapy Coordinator either via phone on 62164100 or via email on : [tania.copeland@education.wa.edu.au](mailto:tania.copeland@education.wa.edu.au)

Yours sincerely

Mark Watson  
Principal