**Externally Funded Service Providers Parent Request Form**

The principal is responsible for deciding when and how therapy services are delivered in the school and all decisions are made on a case-by-case basis considering the individual circumstances of the student concerned and, the wider needs of the school. An externally funded service delivered in school should support the student’s participation in education and access to the curriculum. Where the service does not link with the student’s learning needs or enhance access to education, the service should be delivered outside of school time. At the principal’s discretion and after certain considerations, some therapies may be allowed to be delivered at school during school time. To request a service for your child to be provided at school please fill out the details below for the principal and learning and support team to consider. On receipt of your request the principal or nominated staff will contact you to further discuss the relationship between the externally funded service and the student’s personalised learning and support provisions and other educational adjustments. Consideration must also be given to the impact of the student being withdrawn from the classroom to access the service, ensuring they do not miss out on important learning time and whether provision of the service during school time is for the sole benefit of the student.

External providers do not have an automatic right of access even if they are already delivering a service to another student at the school or if they have been granted access to another school. If the request is approved, all external providers coming into the school need to meet legal and policy requirements and will need to sign a written agreement with the school prior to commencing any services.

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| **Child’s Name:** | **Parent Name:**  **Parent Signature:** |
| **Service Provider:** | **Services Requested:** |
| **Reasons why service should be provided on site during school hours:** | |