



# Strathfield North Public School

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[www.strathfien-p.schools.nsw.edu.au](http://www.strathfien-p.schools.nsw.edu.au)

**Principal:** Pina Faggidae

## 2021 External Providers flowchart for families

1. Parent contacts the school to request a form to apply for therapy provision at school (student assessment, meeting with teacher or in-school therapy session).
2. Parents are given the school policy regarding External Providers and forms to fill in. Therapists are emailed additional forms to fill in.
3. Parents and/or therapists send completed forms and required documentation back to school via email [strathfien-p.school@det.nsw.edu.au](mailto:strathfien-p.school@det.nsw.edu.au) or in their child's communication book.
4. Class teachers, School Learning Support Officers and the Learning Support Team discuss the request and informs parent whether it has been approved or denied.

If  
approved

5. Parents will be notified that their request has been approved.
6. Parent asks the External Provider to contact the school via email.
7. The Class Teacher and External Provider discuss agreed goals and negotiate a suitable date and time based on initial request form.
8. Family, External Provider and school commence working together to support student's therapy goals.

If  
declined

5. Parent contacts the school to request feedback.
6. School provides feedback to parent.
7. Parent decides whether to amend request form and re-submit.