



Parent Initiated Service Providers Working at Upper Swan Primary School

Overview

Schools and service providers have a shared interest in achieving positive educational outcomes for students with disability. In some circumstances, it may be appropriate for these services to be delivered at school to ensure your child receives the best support and can participate fully in school.

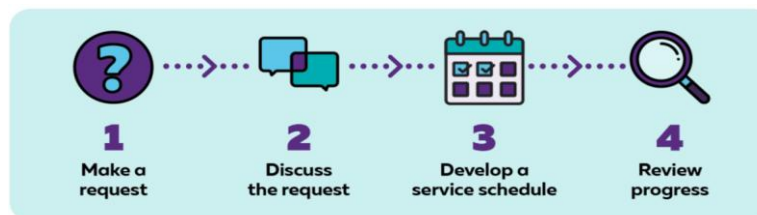
Upper Swan Primary School is implementing the Department of Education's revised policy and procedures on *Parent Initiated Service Providers to Access Students on the School Site*. Information can be found on the Department of Education Website. The information includes an easy access clear video - see [Service providers in schools](#). We recommend parents/caregivers and service providers view this information and video.

The policy and procedures apply to arrangements that may have been in place prior to 2024 as well as any new request moving forward. We look forward to continuing to work together with families and providers, with students at the centre, within the parameters of the policy.

The Four Step Process

A brochure explaining the four step process and the *Request for external providers to deliver services during school hours* is available [here](#);

1. Make a Request
2. Discuss the Request
3. Develop a service schedule
4. Review progress.



The Four Step Process at Upper Swan Primary School

At Upper Swan we will utilise our good relationships, communication and well-established Transition and Case Conferences to streamline the *Four Step Process* as much as possible.

1. Making a Request

- Parents or Caregivers complete the *Parent initiated service provider for students with disability request form*. Click [here](#) to download form.
- Email the completed form to upperswanps.wa.edu.au (NB You may wish to send the information requested in Developing a *Service Schedule* at the same time. See below.)

2. Discussing the Request

- An Associate Principal or the Principal may contact you to discuss the request.
- In many cases this may not be necessary as, your child their circumstances and support needs are well-known by the school.

3. Developing a Service Schedule

- In consultation with Parents/Caregivers the Service Provider provides their details and information about the support they intend to provide in the *Service Schedule*. Click [here](#) to download the *Service Schedule*.
- A *Service Schedule* needs to be completed for each student.
- An Associate Principal or the Principal may contact you to discuss the *Service Schedule*.
- When the *Service Schedule* is complete the Parent, Provider and School sign the *Service Schedule*.

4. Reviewing progress (of the external service).

- Generally, the progress of the service delivery will be discussed during Case Conferences. If there is a need to discuss the service delivery at another time, an arrangement will be done to do so.