



# External Service Provider Guidelines (includes NDIS-funded)

**National Quality Area 6:** Collaborative partnerships with families and communities

**National Quality Area 7:** Leadership and service management

**AITSL Professional Practice Standard 4:** Create and maintain supportive and safe learning environments

**AITSL Professional Practice Standard 7:** Engage professionally with colleagues, parents / carers and the community

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The **North East Metropolitan Language Development Centre (NEMLDC)** is a centre for educational excellence in the provision of specialist programs for eligible students with developmental language disorders. Students attending the school participate in a high quality teaching and learning program that accelerates their language growth and optimises potential as life-long learners. Students have a maximum enrolment of three years and regular attendance is critical to student success throughout their placement. The NEMLDC builds and maintain partnerships with students' families and significant others to maximise the language and learning outcomes of students.

External service providers, including those funded by NDIS, often seek to provide their services to students at the school during school hours.

## DEFINITIONS

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An **external service provider** is any individual or entity external to the Department of Education providing health, disability and/or wellbeing services to students attending the NEMLDC. External services commonly accessed by students attending the NEMLDC include, but are not limited to tutoring, private or public Speech Pathology, Occupational Therapy and Physiotherapy.

The **National Disability Insurance Scheme (NDIS)** is delivered by the National Disability Insurance Agency, to support and address the functional impact of disability on a child's daily living activities. NEMLDC students who are clients of the NDIS are often able to secure funding that enables them to access external services and supports.

## AIMS

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This document aims to ensure that:

- NEMLDC students receive high quality oral language intervention and access to the West Australian curriculum throughout their placement.
  - Each student's potential for progress is maximised by prioritising and protecting time engaged in the oral language learning program.
  - The NEMLDC is able to provide appropriate facilities to enable the effective delivery of services within a Response to Intervention framework.
  - NEMLDC staff and families are aware of the key legislative and policy requirements to consider when external providers seek approval for delivery of services at the school.
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## OBJECTIVES

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The NEMLDC is guided by the existing obligations that schools have towards students under the Commonwealth Disability Discrimination Act 1992 and the Disability Standards for Education 2005. The Western Australian Department of Education (including schools) have obligations, quite separate from the NDIS, under State and Federal anti-discrimination laws to make reasonable adjustments to enable their student with a disability to access education on the same basis as students without disability.

## PROCEDURES

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- The NEMLDC is unable to accommodate for the delivery of services by external providers (including NDIS funded) to students *at the school* during or after school hours.
- Parents of students requiring regular access to external services are requested to make appointments outside of school hours, either in their home or an external location (e.g. clinic).
- Parents of students requiring occasional appointments may sign their child out at the front office as per usual procedure.
- In extraordinary circumstances, parents may apply in writing (Appendix 1) to the Principal to collect their child from school from 2pm onwards on a regular nominated school day, to allow for therapy services to take place outside of school time. If this arrangement results in a student's regular absence from a curriculum learning area (e.g. Science, Art), an achievement grade or comment will not be provided in the Semester Report for that area.
- Applications to leave school early must be made directly by parents.
- Parents are encouraged to share with the NEMLDC relevant information or reports from external providers. When parent consent is provided in writing (Appendix 2), NEMLDC staff and external providers may communicate by telephone or email to discuss relevant student information. This will allow for the NEMLDC to consider how the goals and strategies of external service providers can be aligned with the school.

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Effective Date: August 2020

Review: 2022 – Major Review

**North East Metropolitan Language Development Centre**  
18 View Street, Dianella WA 6059



Date: \_\_\_\_\_

Dear Principal

I would like my child to access therapy services outside of the NEMLDC during school hours.

I understand and agree that this arrangement will result in my child's regular absence from a particular curriculum learning area (e.g. Science, Art) and an achievement grade or comment will not be provided in the Semester Report for that area.

I will collect my child \_\_\_\_\_, (student name) as follows.

day: \_\_\_\_\_ time: \_\_\_\_\_

I will return my child to school if time permits.

Kind regards,

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Signature

**North East Metropolitan Language Development Centre**  
18 View Street, Dianella WA 6059



Dear Families,

We would like to find out if your child is accessing **therapy services outside the NEMMLDC**. Please fill out the form below and return it to your child's teacher. With your consent, we may contact external providers to share information and discuss the ways in which we can work together to support your child's therapy goals.

Please contact us on (08) 9275 5511 if you have any questions or concerns.

Thank you

North East Metropolitan Language Development Centre

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**CHILD'S NAME:** \_\_\_\_\_ **YEAR LEVEL & CLASS:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**1. Please indicate if your child is accessing any of the following services:**

**Speech Pathology** Name and contact information: \_\_\_\_\_

I provide consent for the NEMMLDC to contact and share information with this person  Yes  No

**Occupational Therapy** Name and contact information: \_\_\_\_\_

I provide consent for the NEMMLDC to contact and share information with this person  Yes  No

**Physiotherapy** Name and contact information: \_\_\_\_\_

I provide consent for the NEMMLDC to contact and share information with this person  Yes  No

**Social Work** Name and contact information: \_\_\_\_\_

I provide consent for the NEMMLDC to contact and share information with this person  Yes  No

**Other** Name and contact information: \_\_\_\_\_

I provide consent for the NEMMLDC to contact and share information with this person  Yes  No

**2. Does your child receive NDIS funding? (National Disability Insurance Scheme)**  Yes  No

**Signed:** \_\_\_\_\_

**Parent/Caregiver Name**  
(please print): \_\_\_\_\_