



### EXTERNAL SPECIALISTS

All specialist requests for information or access to students during school time should be referred to our Learning Support Teacher [Anna Vella](#) with sufficient time (see below timeframes) to consult the relevant stakeholders and organise the requirements.

What	Requirements	Timeframe to organise	Notes
Questionnaires including online questionnaires, for e.g. Connors 3	<i>Consent Form</i> (general) or <i>SSMH1 – Consent Form</i> (mental health) Signed by parent	Two weeks	Longer needed if questionnaire is asking questions relating to longer-term observations.
Letter to external specialist with details of observed behaviours & academic progress	Letter written on school letterhead and saved in PDF if sent directly to external specialist, <i>Consent Form</i> (general) or <i>SSMH1 – Consent Form</i> (mental health) signed by parent	Two weeks	Form to be completed with purpose for information sharing and name of external specialist. Parents to sign. Form returned to the SST in-tray in office for uploading to One School (OS).
Consultation with external specialists	<i>Consent Form</i> (general) or <i>SSMH1 – Consent Form</i> (mental health) Signed by parent	Two weeks	Form to be completed with purpose for information sharing and name of external specialist. Parents to sign. Form returned to the SST in-tray in office for uploading to OS. Suitable time organised with class teacher for consulting via phone call or online meeting.
Allied Health Professional intervention sessions with students	Written parent permission and agreement by class teacher  Suitable time and work space  Blue Card or <a href="#">registered health practitioner</a> registration  Insurance	Minimum two weeks	Dependent on suitable place and time for Allied Health Professional to work (arranged with class teacher). Students' priority at school is to engage in the Australian Curriculum. Specialist sessions need to focus on skills required for student engagement in the Australian Curriculum and school life. Specialist to provide summary of skills being developed and strategies teachers can use to reinforce learning in classroom and school environments. Class teacher to inform Administration Officer Shaan Mitchell of visitor details including session times. Blue Card or <a href="#">registered health practitioner</a> registration and Insurance to be provided to Administration Officer <a href="#">Shaan Mitchell</a> one week prior to first visit.