



# External Providers: Our Process

1. Parent Request for Services - complete the form in School Bytes: Request for Provision of Externally Funded Service.

2. Parent Request for service is assessed by the Learning and Support Team. External Provider Coordinator notifies the parent of the outcome.

If approved:  
Parent will receive an email outlining the next steps.

If declined:  
Parent will receive an email.

3. Parent to complete the consent note via School Bytes.

4. Coordinator to contact the External Provider. External Provider to complete school induction and provide mandatory documentation for screening.

#### Mandatory Documentation:

100 Points of Identification, WWCC Number, Declaration for Child Related Workers, Insurance information, Child Protection Training Certificate, Engagement Agreement

5. Once all documentation is received and screening is cleared Coordinator emails the Teacher and Provider to organise a session time after 1pm, suitable to the Classroom Teacher.

Please note: Parents are required to notify the external provider if their child is absent or if school events or excursions will interfere with their child's session.