

FOOTSCRAY PRIMARY SCHOOL NO. 253

PO Box 6019, West Footscray VIC 3012

Telephone: 9687-1910

Email: footscray.ps@education.vic.gov.au

ABN: 73 428 063 13



Working in partnership with Allied Health at FPS

Education is a collaborative pursuit and we value the partnership of Allied Health professionals. We do our best to support requests for NDIS funded allied health support on site at Footscray Primary School (FPS).

All NDIS therapists must be able to demonstrate their suitability to work with children onsite at FPS through provision of:

- A valid Working with Children Check
- Relevant professional registration
- Certificate/s of currency for public liability and professional indemnity insurance.

Agencies must

- Ensure all therapists' Working with Children Checks are valid
- Ensure all therapists relevant profession registrations are valid
- Provide an organisational Certificate of Currency for public liability insurance and professional indemnity insurance.

For sole trader therapists, and agencies, these documents must be uploaded to [SAM4Schools](#) upon receipt of the invite to join FPS, and be valid prior to sessions commencing onsite. Please see the [Department of Education policy](#) for further information.

An NDIS Request Form must be completed for each student receiving therapy, with signed consent from family/carers.

Additionally, [Department of Education Policy](#) requires all NDIS funded therapists to enter into the following prior to providing therapy at school:

- a licence agreement; and
- an information sharing agreement (attached to the licensing agreement)

Who we are

Footscray Primary School is a government school and an active member of the designated bilingual schools program. Our students learn 50% of the full Victorian Curriculum through the Italian language. Our students have two teachers, one English and one Italian. They move between two classrooms each day. Both teachers are considered the students' class teachers, and both teachers should be included in any email correspondence.

We are a mainstream primary school with approximately 340 students and we value inclusive practices. Our NCCD data shows that over 40% of our student population require additional support and adjustments. Currently 10% of our students are funded under the Disability and Inclusion funding model. This funding provides the school with a range of tiered supports, such as access to Education Support staff, educational intervention programs as well as programs such as art therapy.

Partnership Parameters

To ensure our partnership remains strong and effective, we have some parameters to what partnership looks like within the constraints of our setting. Schools have limited resources in relation to finance, physical space, and time and our teachers work tirelessly to meet the competing demands of their role and our stakeholders. In our bilingual setting, teachers share two classes and this involves the planning, assessment, reporting, communication and wellbeing caseload of 50+ students each. We ask that you are respectful in all of your interactions with our staff and that you are mindful that time is a very finite resource for them.

- Complete and return to FPS an NDIS/Allied Health Request Form for each student before beginning sessions
- Please contact Libby Matheson libby.matheson@education.vic.gov.au for all scheduling needs, including at the beginning of each term as timetable change
- Students will not be available for allied health sessions during their specialist classes
- FPS will arrange for the parent/carer consent signing prior to the first session
- When visiting FPS please sign in before your first session at the Compass Kiosk at the administration office, visiting 'Libby Matheson', and sign out at the end of the last session. This enables FPS to meet Child Safe Standards and OHS requirements
- Please always wear a Visitor sticker or your personal lanyard
- All sessions will take place in the shared space outside the student's classroom
- Unless arranged prior to the visit, teachers and support staff will not be able to communicate with Allied Health staff while they are on site. They are responsible for their teaching and learning program at all times.
- Written or verbal communication between the school and the allied health professional is not to be shared with parents verbally or in session notes without prior approval from the staff member
- Any communication or requests for information should be via email, preferably once per term, and should be directed to both the English and Italian teacher at all times
- Any letters of support which recommend reasonable adjustments should reflect our students' school context and what would be feasible for a teacher to implement in a classroom context.
- It is the parent's responsibility to inform you of any excursions, pupil free day or if the student is absent.
- The school timetable will change according to events such as Parent teacher conferences and Public holidays. You are welcome to contact the school office to determine if any timetable changes affect your session.

- You are welcome to send through session notes to the teachers via Libby Matheson libby.matheson@education.vic.gov.au who will add the notes to the student's file and inform their teachers
- You are welcome and encouraged to attend Student Support Groups for your student. It is the responsibility of the family to invite you to this meeting, and to provide any meeting notes or updated IEPs goals.
- If you would like a care team meeting please have the family make this request via the FPS Inclusion and Wellbeing Leading Teacher jenny.campbell@education.vic.gov.au
- We are unable to support more than one care team meeting a semester unless required by DFFH.

Assessment Requests

Any assessment requests need to be forwarded to the Inclusion and Wellbeing Leading Teacher jenny.campbell@education.vic.gov.au so that teachers can be released to complete.

Disability and Inclusion Funding

Please reach out to the Inclusion and Wellbeing Team at FPS prior to discussing Education Support Staff allocation or Disability and Inclusion (DI) Funding with families. Information about the DI model is provided here:

<https://www.vic.gov.au/disability-inclusion-extra-support-children-disability>.

While this funding model is much more supportive and inclusive than previous models, a student with a disability does not automatically meet eligibility criteria and our school triages applications based on a range of factors. An attendance criteria has been introduced in 2026 meaning that any student who has missed 60 days is no longer eligible. Most funding allocations range from between \$20000 - \$40000 per funded student. Including on-costs, a full time education support staff member costs between \$65000 - \$80000 per year. We do not have the resourcing to fund full time 1:1 support.

The School Principal is responsible for determining how the Disability and Inclusion funding is allocated.

Key Contacts

Jenny Campbell, Inclusion and Wellbeing Leading Teacher

jenny.campbell@education.vic.gov.au

- Care team meeting requests, assessment requests

Libby Matheson, Inclusion Operations Manager

libby.matheson@education.vic.gov.au

- Scheduling requests, observation requests