



Payne Road State School

171 Payne Road • PO Box 33, The Gap Q 4061
(P) 3511 3111 • (F) 3511 3100

admin@payneroadss.eq.edu.au | the.principal@payneroadss.eq.edu.au

Aim Ever Higher

Dear Sir/Madam

PART A Request for permission to work with students at Payne Road State School

We welcome outside support providers at Payne Road State School. As an external specialist visiting our school and working with students it is essential that you are aware of key steps that will be required before permission to work with individual students is undertaken or continues.

Prior to visit:

STEP 1

Parents to contact classroom Teacher to notify their intent of engaging with a private specialist to support their child. Teacher will refer student to Student Support Services team to discuss proposal.

STEP 2

Private specialist to contact Principal via email to provide the following information with respect to the proposed service being provided:

- Verify the following information – current blue card, outline of qualifications and registration details;
- Outline and limitations to practice set by relevant registered associations;
- Outline of scope of the intended work with the student and requirements for space to work or access to students.

STEP 3

Principal and Student Support Services team will review proposal and provide relevant permission and further information (PART B).

Yours sincerely

Stephen Rowe
Principal