**NOTIFICATION OF REQUEST OUTCOME TO FAMILY**

*To be completed by principal or assistant principal.*

Dear: *[parent/guardian/carer]*

cc: [*NDIS provider]*

**Re: Request to provide National Disability Insurance Scheme (NDIS) services on Northern Territory Government school premises, during school hours**

Thank you for providing the school with details about your request for *[insert name of NDIS provider****]*** to provide support to *[insert student name]* on school premises during school hours.

From the information supplied, I understand the provider proposes to deliver *[insert type of services]* at school *[insert frequency i.e. weekly/daily/monthly].*

As the school principal, I am responsible for ensuring that all visitors to school premises comply with the school’s duty of care to all students, staff and visitors.

When deciding whether to allow a provider to support a student on school premises during school hours, I must consider various factors, including:

* the school’s ability to adequately fulfil its duty of care to all students, staff and visitors
* the purpose of the request - for example, whether the proposed services provide benefits that support both the student’s NDIS and educational goals, and whether it is necessary for the services to occur on school premises during school hours
* the relative benefits of the service when compared to any anticipated disruption to a student’s learning or the needs of other students and other programs at the school
* the flexibility of the student’s learning program
* the school’s specific circumstances, including the location and suitability of an area at school where the proposed service could take place, and the model and make-up of classroom teaching arrangement
* the individual circumstances of the student and the student’s family and social circumstances.

I must assess the provider’s suitability to work with children. This means I must ensure that the provider has a current Working with Children Clearance Notice (Ochre Card) and is a registered NDIS provider.

**Decision**

The primary purpose of schooling is to provide educational programs to students during school hours. The Department of Education is committed to supporting NDIS participants and their families to obtain the best possible benefit from NDIS supports and opportunities, where it is practical and in the student’s best interests to do so.

I have assessed the above matters and carefully considered all the relevant information provided in support of the request and have decided to *[approve/not approve]* the request.

My reasons for this decision are as follows:

* *[provide information regarding the factors that influenced your decision, by reference to the relevant dot point criteria above].*

Importantly, my decision does not affect any supports that the school is providing to your child that are necessary to access their education.

**[If the request is not approved]**

Should you have any queries regarding this decision, please do not hesitate to contact me.

Yours sincerely

*[Sign/insert name]*

Principal

*[insert school name and contact details]*

*[insert date]*

**[If the request is approved, include the following paragraphs under ‘Next steps’]**

**Next steps – school induction, service in school agreement and meeting at school.**

Before services can commence, the school requires:

* the provider to complete relevant school induction processes
* the family, school and provider to complete *NDIS Service in School Agreement*.

The *NDIS Service in School Agreement* sets out the details of the service and the roles and responsibilities of all parties.

You are invited to attend a meeting at *[insert time, date and place]* with the provider and *[insert relevant school leadership team member].*

At this meeting, we will discuss the arrangements for the proposed NDIS service in school and the terms of the *NDIS Service in School Agreement* in further detail.

Should you have any queries regarding this decision, please do not hesitate to contact me.

Yours sincerely

*[sign/insert name]*

Principal

*[insert school name and contact details]*

*[insert date]*