

NSW Department of Education

Organising for your child to get NDIS-funded support at school

An Easy Read guide



How to use this guide



The NSW Government Department of Education wrote this guide.

When you see the word 'we', it means the NSW Government Department of Education.



We wrote this guide in an easy to read way.

We use pictures to explain some ideas.

Bold

We wrote some important words in **bold**.

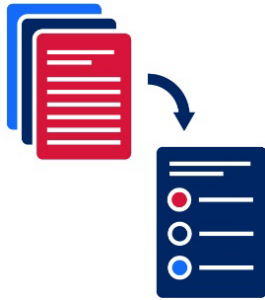
Not bold

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 21.



This Easy Read guide is a summary of a fact sheet.

This means it only includes the most important ideas.

You can find the fact sheet on our website.



It's under the 'Information for parents and carers' heading.

www.education.nsw.gov.au/teaching-and-learning/disability-learning-and-support/resources/external-providers



You can ask for help to read this guide.

A friend, family member or support person may be able to help you.

What's in this guide?

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What's this guide about?



The **National Disability Insurance Scheme (NDIS)** is a way the Australian Government supports people with disability.



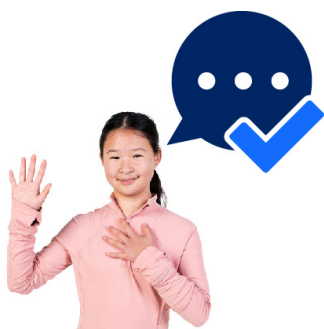
If your child takes part in the NDIS, they will receive support from **providers**.

Providers support people by delivering a service.

For example, your child might need support from:



- an **occupational therapist** – who helps people find ways to do everyday tasks



- a **speech pathologist** – who helps people with how they communicate.



Your child will receive most of this support outside of school hours.

This means they don't miss out on any learning.



But sometimes children with disability need NDIS supports while they're at school.



In this guide we explain how to organise for this support to happen at school.

This includes:



- how to ask for it



- what to do once the school agrees.

How do you ask for NDIS support at school?



If you want your child to receive an NDIS support at school, you need to ask the principal.



You need to ask them in writing, like a letter or email.

This means there is a record of what you asked for.



The principal will then organise a meeting.

You will meet with the principal or a school staff member.



You can invite your child's provider to the meeting.

But the school won't pay for them to come to the meeting.



You should bring documents about your child's health to the meeting, like:

- reports from doctors
- your child's **NDIS plan**.

An NDIS plan is a document that includes information about:



- your child and their goals



- what support they receive from the NDIS.



At the meeting, you can talk about how your child's provider would support your child.



It's a good idea to talk about days and times that could work.



The principal will need time after the meeting to think about what to do.



They will let you know what they decide.

What does the principal need to think about?

The principal needs to think about how the school can work well for every:



- student



- staff member.



They need to think about how the provider could help your child.



They need to think about how leaving the classroom could affect your child's learning.



And if the provider needs to deliver the support at a certain time of day.



They need to think about who will watch your child when they get support.

For example, if your child needs to leave the classroom to get support.



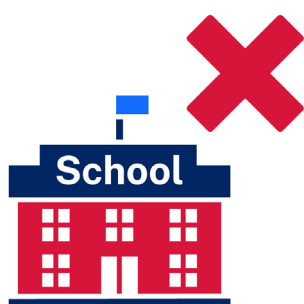
Your child might get support inside the classroom.

The principal needs to think about how this could affect other students.

Making a decision



The principal will decide if the NDIS support can happen at school.



But the principal might decide the support can't happen at school.



If this happens, you can talk to them about how support outside of school can help your child's learning.



The school might also talk with your child's provider about that.

What do you need to do?



If the principal agrees to an NDIS support at school, you need to tell your child's provider.

This includes explaining the days and times they can support your child.



You must still be involved in your child's support.

This is because you have your own agreement with the provider.



You need to tell the provider how they have to work at the school.



You need to tell them if your child won't be at school on a day they're going to get support.

For example, if they're sick.



You need to tell them if they can't give support because of school activities.

For example, a sports event or a class trip.



You need to tell the school if you want to:

- stop your child's support
- change providers.



You should also talk with the school regularly about how the support is going.

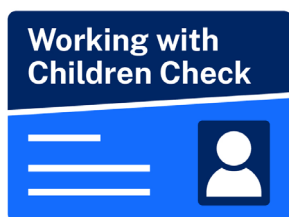
This includes checking your child's learning plan if they have one.

What do providers need to do?



Your child's provider needs to have certain documents to work in a school.

The school will tell them what documents they need.



This includes a **Working with Children Check**.

A Working with Children Check is a document that says it's safe for a person to work with children.



Your child's provider needs to sign an agreement with the school.

It explains:

- how they'll work in the school
- the times and days they'll give support.



Your child's provider also needs to keep records of how they support your child.

This needs to happen every time they support your child at school.

You can ask for a copy of:



- the agreement



- any other information about your child.

What do schools need to do?

Schools need to make sure they:



- support all students and staff



- keep them safe.

As part of this, your child's school will work with:



- you



- your child's provider.

They might do this by:



- sharing information about your child, like school reports



- working with providers in the classroom.



Schools won't check a provider's skills or training.



But if they're worried about your child's support, they will talk to you about it.

Can a school stop a provider from entering the school?



Your child's school can stop providers from entering the school.

They can do this if:



- a provider broke their agreement with the school



- the principal decides the support doesn't help your child learn



- the support affects how the school is supposed to work.



The principal will contact you before they stop your child's provider from entering the school.



You should talk to the principal if you aren't happy with the decision.

Word list

This list explains what the **bold** words in this document mean.



National Disability Insurance Scheme (NDIS)

The NDIS is a way the Australian Government supports people with disability.



NDIS plan

An NDIS plan is a document that includes information about:

- your child and their goals
- what support they receive from the NDIS.



Occupational therapist

An occupational therapist is someone who helps people find ways to do everyday tasks.



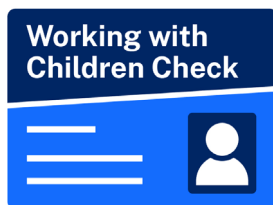
Providers

Providers support people by delivering a service.



Speech pathologist

A speech pathologist is someone who helps people with how they communicate.



Working with Children Check

A Working with Children Check is a document that says it's safe for a person to work with children.

How to find out more



If you want to learn more, you can contact us.



You can call us.

131 536



You can send us an email.

disability.support@det.nsw.edu.au



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