



GOSFORD EAST PUBLIC SCHOOL

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PRINCIPAL: Nicole Burgess

Dear External Providers,

Gosford East Public School will again provide access to external providers. We hope to be able to offer access from the week starting **3 March 2025** once classes and routines are established.

To meet the requirements of the school curriculum, and in the best interest of the student and the class, external providers will be able to attend Gosford East Public School between 12pm to 12:50pm **or** 1:30pm to 2:55pm Monday to Friday on school days. It remains the parents responsibility to advise providers if their child will be absent from school or if there is a school activity on the day of support.

As per previous years, there is a checklist with the documents and requirements for external providers. This checklist is *attached*, **2025 External Providers Checklist for Providers**. Please read this checklist in full and ensure each and every check/requirement is met before submitting any documents to the school. These requirements/checks are from the Department of Education.

Please read the *attached* **Fact sheet for providers on mandatory child protection roles and responsibilities** from the Department of Education. You can provide the *attached* **2025 Parent and carer Fact Sheet** to parents

The External Provider Engagement Agreement has changed from last year. Please use the new version *attached*, **2025 External Provider Engagement Agreement**. NOTE: Attachment B Form 1 is to be signed by the student's parent.

Providers do not have an automatic right of access to a school they must be approved by me, the principal. Any request for access to a student by an external provider funded by the NDIS (or other scheme that provides funding to individuals) must come from the student's parent or carer in writing, or with the student's express consent, where appropriate. Please see *attached* **Parent Carer Request for External Provider**.

If you could please have all required documents returned by Tuesday 11 February 2025. If sending by email, please send all information in the one email. Alternatively, you can attend the school office on a Wednesday from 5 February.

We look forward to a positive relationship this year to best support our students.

Nicole Burgess

Principal