| **Supplier brief – from a school to a prequalified specialist allied health and/or behaviour support provider**Briefing Template |
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This briefing template is to be used when making a request to a prequalified specialist allied health and/or behaviour support provider for services to be delivered at your school.

Key Information

School name:   
Contact details:   
  
Provider name:   
Contact details:

School type:  
 Pre-School  Primary School  High School  SSP

Type of services:   
 Occupational Therapy  Speech Therapy  Exercise Physiology

Behaviour Supports  Physiotherapy

Details of requirements  
Please provide as much detail on what you require, including:  
  
What are your school’s goals for engaging these services?   
  
Service Modes: for example are you looking for professional development supports for your teaching staff in a particular area, or group supports for a range of students.

**EXAMPLE BRIEF:**  
Our school has several students with challenging behaviour. While we recognise the need for an individual approach for each student, we think there could also be benefit in having some of our teachers participate in some professional development. Some of the challenges that we are currently trying to manage at our school include:

* regulating emotions with a student who has an intellectual disability
* managing anxiety which has resulted in outbursts and uncontrolled emotions
* managing emotions which leads to physical aggression
* with two students who will sometimes leave campus when they can't manage their frustrations and stop responding to staff intervention

We would like to discuss with you what the best structure would be to support us, but have interest in assistance with:

* **Assessments and observations(one off)**: Assessing our current responses to these situations to help provide feedback to teachers
* **Professional development(one off, or multiple depending on cost):** Facilitate group training with teachers to improve the tools they have to manage these situations
* **Develop and implement** personalised support plans for those students who have been identified.
* **Deliver recommendations** on extracurricular improvements we can make as a school to support our student's mental health and wellbeing to improve their behaviour.

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Timeframes  
Please provide information on your ideal timeframes. Consider:  
When would you like the services delivered?

* Term
* Week/weeks(if known):
* How many sessions:

For what length (if known), ie. One period, hours, etc: