



APPLICATION FOR PRIVATE SERVICE PROVISION DURING SCHOOL HOURS

This form is to be completed by the parent / carer and service provider who are requesting that a private service provider be approved to work with a child during school hours on the school site.

This must be completed and returned to the school for the consideration of the Principal (or delegate)

Applications will need to be re-submitted each year.

Section 1. To be completed by the parent / carer		
Student name:	Year level:	
Parent's Name:	Teacher:	
Detailed reason for request (including why service needs to be provided on site within school hours)		
Section 2. To be completed by service provider		
Name:	Business:	
Proposed number of visits:		
Proposed frequency / length of time per visit:		
Preferred day / time:		
What are your requirements eg space, equipment? (Please note individual spaces cannot be provided)		
Section 3: To be completed by the Principal / or delegate		
Approved / Not Approved		
Approval is subject to completion of satisfactory requirements – see policy.		
Comment:		
Day	Time	Location
Supervisor:		
Principal / Delegate:	Signature:	Date: