



Payne Road State School

171 Payne Road • PO Box 33, The Gap Q 4061
(P) 3511 3111 • (F) 3511 3100

admin@payneroadss.eq.edu.au | the.principal@payneroadss.eq.edu.au

Aim Ever Higher

Dear Sir/Madam

Request for a flexible arrangement for your child at Payne Road State School

A Flexible Arrangement allows for all or part of a student's educational program to be delivered by another education provider. The other education provider could be a community organisation that offers special programs for children and young people, or another school (state or non-state). Payne Road State School recognise the need for some students to enter into a flexible arrangement with another provider. We have attached an information document about what is a flexible arrangement and other relevant information. In order to organise a flexible arrangement please follow the following steps.

Prior to approval

STEP 1

Contact your child's classroom teacher and provide them with the following information:

- The providers name, organisation, relevant qualifications and service provided;
- Goals of this external program e.g. speech intervention, tutoring;
- Days and times of external program.

STEP 2

The classroom teacher will complete the flexible arrangement form (MFA-2 – Part A & B) and return the form to be signed by parents and the external provider (MFA-2 – Part C). Parents to return form to classroom teacher.

STEP 3

Principal and Student Support Services team will review proposal and provide relevant permission and further information (MFA-3).

If the sharing of information between the school and the external provider is required as part of the arrangement you will be provided with an information sharing consent form to be completed and signed.

Further departmental policy on this issue can be found at:

<http://ppr.det.qld.gov.au/education/management/Pages/Flexible-Arrangements-for-School-Students.aspx>.

Yours sincerely

Stephen Rowe
Principal