

## About our school

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Your school could use this document:

- to provide information to a health or community service about how to work with your school
- when you make a referral about a child to a health and community service.

**Name of school (address, phone number, email and website):**

### **Overview**

Can you provide a brief introduction to your school? (eg location, student population, general support needs)

Who are the key contact staff members, including the first point of contact and any relevant teams such as student wellbeing teams?

What are your school's values?

What are your school's hours of operation?

When is the most appropriate time to contact your school and how?

### **School support services**

What types of support services are currently available to students and families within your school? (eg psychologist, occupational therapist, speech pathologist and other relevant professional services)

Who is the best contact in your school about children's mental health and wellbeing?

What supports are currently available in your school for children and families?  
(This could include the length and frequency of services provided.)

At our school we have room for:

- Individual sessions with children
- Family meetings
- Case conferences
- Groups

If a program or service is offered at your school, would staff available to provide support to establish or facilitate it?

Are there Commonwealth, state and territory department or sector directives or expectations about referrals?

### **How to contact us**

What is the school's preferred way to maintain contact with health and community service professionals? Are there times that are more or less suitable? (eg email, telephone and joint meetings; first and last weeks of term are not suitable)