

Allied Health

SESSION BOOKING INFORMATION



Welcome to the Inclusive Education Team at HILLS, where we endeavor to ensure that all students have access to the essential services they need as a part of an inclusive and nurturing education.

We support Allied Health sessions onsite wherever possible, however space is limited so we thank you for your patience and understanding.

Each year we require an updated copy of your details, including Working with Children Check (WWCC) and Responding to Risks of Harm, Abuse and Neglect (RRHAN) for anyone accessing our site. HILLS has created a jot form, listed below, which also requires yearly updated information regarding the students you will be working with as well as a comprehensive Induction Procedure.

INDUCTION PROCEDURE

Please follow the procedure below to make a booking for your therapy sessions;

- 1. Complete Allied Health Agreement Jotform:** update documentation, read crucial school policies and complete the Induction procedure
- 2. Download and access Skedda** for bookings. You will receive a link to access Skedda only after completing the steps above.
- 3. Liaise with families** to ensure they have provided you with timetables and suitable times for students to access therapy sessions.

To enhance communication and streamline scheduling, **families are responsible for coordinating therapy sessions.** This includes:

- Liaising directly with both allied health providers and classroom educators to facilitate session times.
- Providing service providers with up-to-date student timetables to ensure seamless session integration.
- Notifying providers promptly of any student absences that may impact scheduled sessions.



HILLS
CHRISTIAN
COMMUNITY
SCHOOL

You are welcome to use our school sensory equipment for therapy sessions but please be mindful to leave equipment and spaces in the tidy manner you found them.



PRIMARY	
Lesson 1	8:50 - 9:35
Lesson 2	9:35 - 10:20
Lesson 3	10:20 - 11:05
RECESS - 11:05 - 11:45	
Lesson 4	11:45 - 12:30
Lesson 5	12:30 - 1:15
LUNCH - 1:15 - 1:55	
Lesson 6	1:55 - 2:40
Lesson 7	2:40 - 3:25

SECONDARY	
Caregroup	8:50 - 9:10
Lesson 1	9:10 - 9:55
Lesson 2	9:55 - 10:40
RECESS - 10:40 - 11:00	
Lesson 3	11:00 - 11:45
Lesson 4	11:45 - 12:30
Lesson 5	12:30 - 1:15
LUNCH - 1:15 - 1:55	
Lesson 6	1:55 - 2:40
Lesson 7	2:40 - 3:25

All visitors to the school are required to sign in and out at the front office upon arrival and departure. You will be asked to list a staff member. Please list either **Rachael Holland (Secondary) or Rina Visser (Primary)** only. Do not list classroom educators. We keep detailed records of any rooms accessed so please stick to your booked spaces only.

Secondary students are required to sign in to their sessions via the ipads provided in allocated therapy spaces. This ensures they are not marked absent from classes and enables us to keep track of student movement.

If you need to swap session times, please notify the family. It will be your responsibility to rebook a space. It's best to book therapy spaces each semester for consistency.

RECESS AND LUNCH TIMES

Recess and lunch breaks in our Primary and Secondary schools vary. Please see the listed start times on the left. If you require a student timetable please ensure the family has provided you with this.

SESSION FEEDBACK

We love session feedback and want to work in collaboration with you. Where permission has been given, we ask that any session feedback is emailed to rvisser@hccs.sa.edu.au for students in Years R- 6, or rholland@hccs.sa.edu.au for students in Year 7 -12 along with the family. Classroom educators are always happy to provide feedback but may not be able to do this when you collect students or drop them off. If you have any specific questions for educators please email them in the first instance. We are looking forward to getting to know some new faces as well as welcoming some familiar faces back to HILLS.

Kind Regards,

Rachael Holland, Rina Visser and Bonnie Baynes
Inclusive Education Team

