

MelJay Speech Pathology: School Visit Policy



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1. Introduction

This policy explains how school visits work at MelJay Speech Pathology. It outlines the benefits, possible challenges, and the responsibilities of both families and our clinicians.

2. Benefits of School Visits

School visits can support your child's therapy in many ways:

- **Practising skills in real life contexts**
Your child can practise communication and social skills in their everyday school environment, with peers and teachers.
- **Less disruption to the school day**
Therapy happens at school, so your child does not need to leave school early or miss large parts of the day.
- **Convenient for families**
School visits can be easier for busy families who may find it hard to attend clinic sessions.
- **Consistency for learning**
Working in the school environment helps your child use new skills where they are needed most.
- **Working together with school staff**
School visits allow us to communicate with teachers and support your child's learning across settings.

3. Potential Risks of School Visits

While school visits are helpful, there can be some challenges:

- **Limited parent involvement**
Parents are usually not present during school sessions. This means we rely on regular communication outside of sessions to stay connected and aligned.
- **Changes to school timetables**
Excursions, events, or testing may affect scheduled sessions.

- **Missing some classroom time**

Your child may miss a small amount of class time to attend therapy. We work with schools to keep this to a minimum.

- **Privacy and confidentiality**

Sessions must take place in a quiet, private space. Therapy cannot occur in the classroom, as this affects privacy and learning for your child and others in the room.

4. Criteria for School Visits

To offer school visits, the following conditions must be met:

- **Suitable session time**

A time must work for both the school and the clinician.

- **Appropriate space**

The school must provide a quiet, separate room suitable for therapy. Sessions cannot be held in classrooms.

- **Appropriate goals**

Therapy goals must be suitable for the school setting. For example, goals focused on home routines may not be appropriate at school. Goals will be discussed with you before school visits begin.

- **Parent involvement**

Parents must be available to communicate with the clinician and support home practice activities.

If these conditions are not met, we may not be able to offer school visits and will discuss other therapy options with you.

5. Disruptions to Sessions

School schedules can change. Sessions may be disrupted if:

- your child is in a different room than expected
- your child is involved in school events (e.g. sports days or testing)
- your child is absent or unwell

We will try to adjust where possible. However, if a session cannot go ahead and **2 full business day's notice is not provided** (in line with our cancellation policy), the **full session fee may be charged**.

If a session cannot proceed, we will contact you as soon as possible.

6. Our Responsibility

MelJay Speech Pathology will:

- send a brief session summary and home practice plan after each visit

- communicate regularly about your child's progress and goals
- follow all school rules and procedures while on school grounds
- inform you if clinical information needs to be shared with school staff
- communicate with school staff about session times or changes when needed

7. Client Rights and Responsibilities

To support successful school visits, parents and carers are responsible for:

- informing us of changes to school timetables (e.g. excursions or events)
- letting us know if your child will be absent from school
- communicating regularly with the clinician outside of sessions
- supporting home practice activities

We understand families are busy. If home practice is difficult, please let us know so we can help.

Please note parents are welcome to attend sessions conducted at school as long as school staff are informed ahead of time.

8. Client Rights and Responsibilities

You may withdraw consent for school visits at any time. If this happens, we will work with you to explore other therapy options.

9. Conclusion

School visits can be a valuable way to support your child in a familiar environment. By working together, we can ensure therapy is effective and supportive both at school and at home.

Please contact us if you have any questions about this policy or school visits.