



WAKEFIELD SCHOOL

SCHOOL COUNSELLOR PERMISSION 2025

The Wakefield School counsellor advises and supports students, staff, and parents / guardians. Sometimes the school counsellor provides educational, emotional, or behavioural assessments to help plan appropriate ongoing support for students.

A signed permission note is required every year before the school counsellor can see a student. The school counsellor will discuss with the parent/guardian what the specific school counsellor involvement will include for an individual student, prior to seeing a student. For some students, this may involve having a chat with them, skill building and/or setting up a plan to best support them at school. For others this might involve testing and/or observations to determine how best the school can meet their needs. If testing is required parents/guardians are kept informed throughout the process and, after a written report has been finalised, feedback will be provided to the parent/carer and the class teacher. The school counsellor does not take the place of external practitioner support (i.e., psychologists, doctors). Permission for school counsellor involvement can be withdrawn at any time by letting the school counsellor know directly.

The school counsellor may not be able to assist with areas outside their knowledge or training, if this is the case the school counsellor will attempt to direct the family to appropriate external services. All school counselling information is kept securely on the department of education online school counsellor records. No reports are shared with outside agencies without parent/guardian permission.

Information may be shared with other agencies, staff members or practitioners without parent/guardian or student permission under the following circumstances:

- There is risk of harm to an individual or group, that can be prevented by sharing the information.
- Information is shared to promote the safety, welfare and wellbeing of vulnerable children, young people and their families under Chapter 16A of the Children and Young Persons Act 1998.
- Information falls under mandatory reporting (a legal requirement of professionals working with young people)
- Information is subpoenaed (officially requested) by a court of law.

It is not compulsory to give consent for school counsellor involvement, but providing permission will help the school to work in the best interest of students. **If you agree for your student to be referred to the Wakefield school counsellor, please complete and sign the 'referral to school counsellor/school psychologist' form (other side of this page) and return it to Wakefield School.** (Please note, a referral to the school counsellor does not guarantee school counsellor involvement.) Any questions or concerns please contact Wakefield School and request to speak to the school counsellor.

The school counsellor at Wakefield for 2025 is Eleni Caldis (Mondays and even week Tuesdays) and Tiffany Wells (Wednesdays).

Referral to School Counsellor/ School Psychologist

From Learning and Support Team

For completion by **PARENT OR CARER**

Privacy Notice: This information is being obtained to assist school counselling staff in providing support for your child. Provision of this information is voluntary. It will be stored securely. The information collected, and any assessment results, may, as appropriate, be provided to other members of the school staff involved in supporting your child. You may correct any personal information provided at any time by contacting the school counselling staff member.

Please contact the school if you would like help to complete this form.

Student's Name

School

Date of Birth

Year or Grade

Date of referral

Reason for referral / what concerns do you have?

Developmental / Medical History (e.g. Have you had concerns about your child's speech, language or motor development? Have they had any significant illness?)

Previous assessments: eg by Doctor, Psychologist, Speech Therapist (Please say who and attach copies of reports if possible.)

Is there anything else you would like the school counsellor/school psychologist to know?

What do you hope will happen as a result of the school counsellor/school psychologist seeing your child?

I have read the Privacy Notice and give permission for the school counsellor/school psychologist to:

Carry out assessment and counselling as required: YES NO

Contact the authors of the reports I have provided: YES NO Reports from:

Exchange information with these agencies: YES NO

Parent / carer's signature:

Date:

NSW School Counselling Service

Permission to Release and Obtain Information

I give permission for:

Name Position

School

to contact the following people and/or agencies so that appropriate support may be offered to my child.

I give them permission to (tick one or both boxes):

obtain information from the persons and/or agencies listed below

give information to the persons and/or agencies listed below

Child's Name Date of Birth

School School Phone

Person/Agency	Contact Number

Parent/Carer Name: Address:

Phone:

Email:

Signature: Date:

If you have difficulty understanding this form or would like further information, please contact the school. If you require an interpreter, you can ring the Telephone Interpreter Service on 131 450 and ask them to telephone the school on the above number.