

THE SCHOOL			
<b>MEMORANDUM</b>			
<b>To:</b>	WD	<b>From:</b>	YG
<b>Dept:</b>	Headmaster	<b>Dept:</b>	Bursar
<b>cc:</b>		<b>Date:</b>	22 <sup>nd</sup> September 2009
<b>Ref:</b>		<b>Pages:</b>	One
<b>Subject:</b>	Counselling Arrangements		

Dear WD

The arrangement for counselling being made available to the wider school community is that initial contact should be made with yourself. This is only in order for us to be able to be aware of the number and for whom the service is being provided for.

The counselling is totally confidential and independent of the School. The counsellor will not be providing any reports to anyone but will simply be submitting their invoice to the Anglican Church Office for payment of the account.

I have been given the understanding from Church Office that they normally provide for ten sessions of counselling. If it required additional sessions over and above this we would need to look at the School covering the cost.

If you ask the person who will receive the counselling to quote file reference (X09-016 from the Diocese of Perth) when they make their bookings this will be sufficient explanation to satisfy the counsellor about payment.

The counselling service being recommended is:

**Peter Dunlop - Registered Clinical Psychologist**

5/316 Onslow Rd  
Shenton Park, 6008  
Ph (08) 9388 6834

Fax: (08) 9381 2839

They also have another office at Kingsley if that were more convenient.

Kind regards,

YG

Bursar

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