

SERVICE SCHEDULE

Externally Funded Service Providers - Engagement Agreement – Schedule

End Date of the Engagement Agreement that this Schedule applies to:	
Calendar Year [YYYY]	
School Name: [Insert school name]	Contractor: [Insert Contractor name]
Student Name: [Insert student name]	Therapist Name(s): [Insert therapist name]
Services to be delivered to the student <i>[Drafting Note: Therapist to provide detailed description of the services]</i>	
What are the expected goals of the therapy services and how will progress be measured? <i>[Drafting Note: Therapist to describe how the goals of the therapy align with the student's learning needs, and how progress towards these goals will be measured]</i>	
Contractor personnel to deliver Services to the student <i>[Drafting Note: Names and Working With Children Check clearance details of Contractor personnel who will deliver services to the student]</i>	

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Service delivery schedule

You may only attend the school site when delivering the Service, in accordance with the following schedule:

[Drafting Note: Day, time and session duration of services to be delivered to the student. E.g.: Tuesday, 1pm to 2pm.]

Agreed School facilities/equipment to be used during school-based service delivery

If school-based service applies: [insert details]

[Drafting Note: Details of facilities and equipment to be used by the provider as part of the provision of services, as agreed by the school.]

Where you use Departmental or School facilities / equipment, you will ensure such facilities / equipment are:

- used with reasonable care;
- remain in the same condition they were before such use (including cleaned, where appropriate);
- returned to the location from which you took them; and
- if any facilities / equipment are damaged then you will replace them at your expense.

Agreed Contractor equipment to be used during school-based service delivery

If school-based service applies: [insert details]

[Drafting Note: Details of Contractor equipment to be used as part of the provision of services, as agreed by the school.]

Include details of any maintenance and relevant training the Contractor will undertake to ensure safe operation on school premises.

Also include location of service delivery, including whether the service will be delivered during class or outside the classroom.]

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Supervision arrangements

[Drafting Note: Details of school arrangements for the supervision of Contractor during the course of service delivery.]

Duration of service delivery

[Drafting Note: The term may be a one-off event or could involve services being provided over a period of time]

Plan and description of location of service delivery, including whether the service will be delivered during class or outside the classroom.

A copy of this Schedule is to be kept on the student's individual file by the school.