### SERVICE SCHEDULE

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| Externally Funded Service Providers – Engagement Agreement – Schedule |
| **End Date of the Engagement Agreement that this Schedule applies to:**  |
| **Calendar Year** [YYYY] |
| **School Name:** Rutherford Public School | **Contractor:** [Insert Contractor name] |
| **Student Name:** [Insert student name] | **Contractor Personnel Name(s):** [Insert contractor personnel name] |
| **Services to be delivered to the student***[Drafting Note: Contractor personnel to provide detailed description of the services]*  |
| **What are the expected goals of the therapy services and how will progress be measured?***[Drafting Note: Contractor personnel to describe how the goals of the therapy align with the student’s learning needs, and how progress towards these goals will be measured]* |
| **Contractor personnel to deliver Services to the student***[Drafting Note: Names and Working With Children Check clearance details of Contractor personnel who will deliver services to the student]* |
| **Service delivery schedule**You may only attend the school site when delivering the Service, in accordance with the following schedule:Between 1:00pm and 3:00pm. Exact time and day is to be negotiated with the class teacher. |
| **Agreed School facilities/equipment to be used during school-based service delivery***The Contractor agrees to provide all equipment, resources, stationary, etc required to provide services to students at school. Classroom and school resources are not to be utilised in the provision of the services.* *Where you use Departmental or School facilities, you will ensure such facilities are:* * used with reasonable care;
* remain in the same condition they were before such use (including cleaned, where appropriate); and
* if any facilities / equipment are damaged then you will replace them at your expense.
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| **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.]* |
| **Supervision arrangements***The contractor will remain in "line-of-sight" of the class teacher at all times (open door or window is appropriate).* |
| **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.