#### SERVICE SCHEDULE

| Externally Funded Service Providers - Engagement Agreement – Schedule |
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| **End Date of the Engagement Agreement that this Schedule applies to:**  |
| **Calendar Year** 2025 |
| **School Name:** Ben Venue Public School | **Contractor:** [Insert Contractor name] |
| **Student Name:** [Insert student name] | **Therapist Name(s):** [Insert therapist name] |
| **Services to be delivered to the student***[Drafting Note: Therapist to provide detailed description of the services]*  |
| **What are the expected goals of the therapy services and how will progress be measured?***[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]* |
| **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:*[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.
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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***[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.