# IncludED@OSHC

*Guidance, training and resources to support the inclusion of children with complex disability in OSHC*

## School/provider partnership agenda template

| **Meeting date and time** |  |
| --- | --- |
| **Venue** |  |
| **Attendees** |  |

|  |  |  |
| --- | --- | --- |
| **Agenda topic** | **Lead** | **Agenda items** |
| 1. **Welcome** |  | * Welcome * Acknowledgement of Country |
| 1. **Key updates** |  | * New student enrolments * Changes to existing student enrolments *(e.g. departures)* * Facilities *(e.g. any changes, renovations, new equipment)* * Upcoming school events or key dates, and forward planning required |
| 1. **Individualised and inclusive support** |  | * Key updates or information sharing for individual students (*e.g. progress towards goals, student welfare, home environment, behaviour support, personal or medical care support needs*) * Updates to individual support plans * Incident reports and support implications |
| 1. **Before and after school care program** |  | * Programming, activities and adjustments needed * Changes to spaces or facilities to support the participation of all students * Opportunities to share school resources or work in partnership to seek additional resources or apply for funding * Transitions between school and before/after school care and support required for individual students |
| 1. **School holiday program** |  | * Programming, activities and adjustments needed * Resources needed and changes to the environment or facilities to support the participation of all students * Risk planning for excursions |
| 1. **Community engagement** |  | * Initiatives for local community engagement * Existing or new partnerships with community organisations |
| 1. **Parent engagement** |  | * Parent feedback (if applicable) |
| 1. **Staff opportunities and updates** |  | * Support required to be provided to staff members *(e.g. incident debriefing or guidance to implement individual support plans)* * Opportunities for staff training |
| 1. **Other matters, and close** |  | * Other business or points of discussion * Next meeting date |

|  |  |  |
| --- | --- | --- |
| **Actions** | **Person responsible** | **Deadline** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |