# 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** |  |
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| **Venue** |  |
| **Attendees** |  |

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| **Agenda topic** | **Lead** | **Agenda items** |
| 1. **Welcome**
 |  | * Welcome
* Acknowledgement of Country
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| 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
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| 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
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| 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
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| 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
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| 1. **Community engagement**
 |  | * Initiatives for local community engagement
* Existing or new partnerships with community organisations
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| 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
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| 1. **Other matters, and close**
 |  | * Other business or points of discussion
* Next meeting date
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| **Actions**  | **Person responsible** | **Deadline** |
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