# Outside School Hours Care (OSHC) Establishment Grants Initiative

Information for cluster partner schools

The OSHC Establishment Grants Initiative will support up to 400 schools that do not currently offer an OSHC service to provide access to one for their students and families. Lead schools have been provided with a comprehensive guidance document to support them in taking the steps to establish a service. [Supporting documentation for lead schools](https://www2.education.vic.gov.au/pal/outside-school-hours-care-decision-making-regarding-provision-oshc/resources), as well as [general information about the OSHC Grants Initiative](https://www2.education.vic.gov.au/pal/outside-school-hours-care-decision-making-regarding-provision-oshc/guidance/oshc-establishment), are both available on the Policy and Advisory Library.

### What is a cluster arrangement?

Under the OSHC Establishment Grants initiative, a government school is eligible for up to $75,000 to establish an OSHC service on a school site that does not currently offer OSHC. If a school decides to partner with other government schools to establish a service that would be used by multiple schools, the grant cap amount is $75,000 multiplied by the number of school sites/campuses that will gain access to OSHC.

The lead school, who submits the application, will receive the funding to establish the service. Partner schools should supply a document showing that they agree to be part of the cluster for the application, such as a signed letter on school letterhead.

Lead and partner schools will discuss expenses required to run the service and facilitate access for all children (such as for transport), the location of the service, governance arrangements (such as being on an OSHC subcommittee). If a third party provider operates the service, all schools in the cluster should participate in the Expression of Interest process to select the provider.

The lead school will reimburse partner schools for agreed expenses. The lead school is responsible for keeping track of the expenditure of grant funds and completing the acquittal process for the grant.

Details of the cluster arrangement can be captured in a mutually developed Memorandum of Understanding between the participating schools. The MOU would include details of roles and responsibilities of each participating school, which are outlined in the final section of this document. [A template MOU](https://www.education.vic.gov.au/PAL/oshc-decision-making-mou-template-cluster.docx) is available for you to use.

### What are the benefits of a cluster arrangement?

* A greater amount of funding is available for establishing the new service (e.g. up to $150,000 for two school sites, $225,000 for three school sites).
* A service that is used by more than one school has an increased likelihood of the service gaining sufficient enrolments to maintain viability following the conclusion of the grant funding.
* The arrangement provides an opportunity to strengthen relationships between neighbouring schools, their communities and the students who attend the shared service.
* Families will be able to access high quality services at the best facilities available across the cluster.
* The administrative requirements associated with setting up and maintaining an OSHC service can be shared across the cluster schools.

### What are your responsibilities if you are a cluster partner?

* **Support the lead school with their grant application**. Information such as parent surveys of demand for OSHC will strengthen the application for funding.
* **Promote the service to families.** Advertise the service on your school’s website and in newsletters. Advise families of the arrangement when they enquire about enrolling at your school.
* **Help with the enrolment process.** If parents have provided consent, the school can supply the OSHC service with copies of medical management plans, immunisation history and behaviour support plans, if relevant.
* **Keep details/evidence of expenditure.** If you spend money in support of the service, and this spending has been previously agreed to with the lead school, provide evidence to the lead school for reimbursement.
* **Take reasonable steps to facilitate access to the OSHC service for your students.** This could include helping with access to transport or working collaboratively with the OSHC provider about last-minute booking changes or absences.
* **Refer any complaints and feedback to the OSHC provider**. Whether the service is run by the other school’s council or a third party provider, they need to be notified of any issues or complaints.
* **Co-operate with the lead school on evaluation/monitoring of the program.** A cluster school should consider being part of ongoing governance arrangements for the service.If the lead school establishes a sub-committee for the OSHC, your school should be represented. Speak with families about their impression of the quality of the service and share this feedback with the lead school, and collectively with the OSHC provider.

**Transport arrangements**

Please note that if you intend to purchase a vehicle such as a mini-bus to facilitate transport from one school to another, or from multiple schools to a central location, you must obtain the permission of the regional director. We recommend that a purchased bus be no larger than a 12 seat vehicle.

For further information, schools should contact the Student Transport Unit (FSB) on 03 9637 2200 or [student.transport@education.vic.gov.au](mailto:student.transport@education.vic.gov.au).

Advice regarding buses and vehicles can be found on [Policy and Advisory Library](https://www2.education.vic.gov.au/pal/vehicles/policy).

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