

Spensley Street Primary School

SCHOOL COUNCIL ENDORSED BUSINESS ACTIVITIES

BACKGROUND

This policy builds on the "Out of Hours Fee for Service" Policy

RATIONALE:

SSPS School Council endorses a variety of business activities that complement the government-funded school curriculum. The purpose of this policy is to provide direction for SSPS School Council in deciding the type and nature of those business activities that it chooses to endorse.

DEFINITIONS

1. Business activities

Courses, programs, activities or events that require the School and/or parents/carers of the School to engage in contractual agreements with parties other than the Department of Education, Victoria. Current Business activities include OOSH Program, Canteen, OOH Music Program, Chess and Goal Kick.

2. Benefit

Activities that enhance the educational and recreational experiences of SSPS students and/or their parents/carers.

3. School community

Students, their parents/carers and staff of SSPS.

4. Endorse

Formal approval of the SSPS School Council.

5. Duty of Care

"A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher's charge from risks of injury that the teacher should reasonably have foreseen."

(Richards v. State of Victoria (1969) Schools of the Future Reference Guide

PRINCIPLES

1. Business activities will benefit the school community.
2. Business activities will be in accordance with the values of the School.
3. Business activities will not conflict with the curriculum or other endorsed programs of the School.
4. Business activities will result in no additional cost to the School.
5. School Council may regulate any charges for endorsed activities.
6. Business transactions are to be negotiated directly between the providers of the goods or services and the user of these goods or services.

GOALS

1. School Council aims to endorse activities that will complement the school curriculum and that may generate income for the School.
2. Members of the SSPS school community will have priority of access to activities.

STRATEGIES

1. All proposals for business activities will be by written submission to School Council.
2. SSPS School Council will regularly monitor and evaluate any endorsed business activities on an ongoing and annual review basis to ensure the above policy principles are met.
3. Where appropriate, administration of endorsed business activities will be carried out by SSPS office staff.
4. SSPS may establish a maximum fee for the provision of these goods or services.
5. Police checks are required for any non-Department of Education personnel involved in endorsed business activities.
6. SSPS will coordinate the management of any business activities and may charge an administration fee to suppliers of goods or services for the use of School resources.
7. Any costs involved in the provision of goods and services will be the responsibility of the providers of these goods or services.
8. All providers of endorsed business activities must demonstrate Duty of Care.
9. All providers of endorsed business activities must provide written communication to parents and carers about their responsibilities
10. Business Activities will be publicised in the School Bulletin and the Family Information Book. Any publicity or information about the program will emphasise the point that, while the school endorses the activities, it is the responsibility of parents and carers to communicate with the providers. Children are not in the school's care during out of hours activities.

Responsibilities of the School Council and Providers in the SSPS Fee for Service Activities

School Council	Provider
<p>Provision of Public Liability Insurance</p> <p>Endorse new Activities in accordance with policy principles</p> <p>Annually review and endorse current activities in accordance with policy principles</p> <p>Annually review and endorse facilities fees</p> <p>Communicate with the provider about responsibilities and provide checklist for responsibilities (Including Duty of Care)</p> <p>Coordinate the Activity i.e. room allocation</p> <p>Administer Fee collection for overheads</p> <p>Provide Publicity in Family Information Book and the Bulletin</p>	<p>Provide written communication to parents about program requirements, eg times, fees, and parent responsibilities</p> <p>Make term payment of facilities fees to SSPS</p> <p>Provide Police Check</p> <p>Communicate regularly with OOHMP Coordinator and Assistant Principal about any changes to the program.</p>

REFERENCES

Schools of the Future Reference Guide

4.6 Student care and Supervision

4.6.1 Duty of Care

Attachment

Facilities Fee schedule

Role description for OOHMP coordinator

Date:

October 2005