TECOMA PRIMARY SCHOOL

EXTERNAL PROVIDER POLICY

Help for non-English speakers



If you need help to understand the information in this policy please contact Principal, Katrina Ellis.

PURPOSE

To provide students with the opportunity to participate in programs and supports that are linked to social, cultural, educational and wellbeing outcomes for students.

At Tecoma Primary School external providers are used:

- To provide students with opportunities to develop the knowledge, skills and capabilities that support lifelong participation in meaningful, healthy and worthwhile pursuits, through classroom learning, specialist programs, allied health support, mentoring and community partnerships.
- To promote self-esteem, resourcefulness, independence, leadership, sound judgement, cooperation, respect and tolerance through engaging learning experiences, including targeted programs, puberty education, workshops, incursions and opportunities to connect classroom learning with real-world experiences.

SCOPE

This policy applies to:

- all students, parents, staff, volunteers and external providers working at Tecoma Primary School.

POLICY

External providers allow students to access a wide variety of extra curricula activities through the school environment. Students should be provided with the opportunity to participate in additional activities to support their learning and development.

At all times:

- the provider must liaise with the coordinating teacher, who will liaise with the Principal/Assistant Principal, to set up the program
- all providers and programs must be approved by the Principal/Assistant Principal
- any costings MUST be coordinated with the Business Manager, prior to information going out to parents.

- the Principal or their nominee (the staff member coordinating the provider) will advise the external provider that they will need to hold a current Working with Children's Check, have signed Tecoma Primary School's Child Safety Code of Conduct and that they hold public liability insurance.

- evidence of these 3 documents will be supplied to the office, by the external provider, on arrival at the school, where signing in procedures will take place.

- all external providers are expected to understand and adhere to school protocols and procedures, including signing in at the office and wearing a visitor lanyard while on school grounds.

- consideration must be given for the timetabling and venues of additional activities, including private instrumental lessons and para medical professional therapy sessions, in conjunction with the Principal/Assistant Principal and teachers.

- students may be offered access to programs based on their age, interests, identified needs and/or referrals.

POLICY REVIEW AND APPROVAL

This policy has a mandatory review cycle of 2-3 years	This policy was approved by school council on 20th October, 2026
Reviewed by	Katrina Ellis, Lisa Hoskins-Faul, Lisa Dell, Chelsey Robins, Emily MacKay
Approved by	Principal – Katrina Ellis School Council President – Lisa Dell