



Eyre Peninsula Educational Sites

Organisational Principles and Guidelines for Local Delivery

June 2016

Our Schools support strongly the concept of Local Delivery to enhance curriculum opportunities for Eyre Peninsula schools. The following principles and guidelines are designed to provide a consistent approach to this endeavour.

Definition of Local Delivery

Local delivery is defined as the teaching of curriculum, mainstream or VET, over distance between school sites on Eyre Peninsula. The form of delivery is designed around learners needs and appropriate to the curriculum being delivered.

General Management Structures:

- A Management Committee or Working Party (LDWP) will be established to
 - promote Local Delivery across the region
 - assist individual schools to establish and organise local delivery classes. This will involve the development of skills in each site consistent with sound delivery methodology and practices.
 - investigate resources for Local Delivery
 - meet annually to review policies and practices around local delivery.
- Membership of the LDWP will consist of the principals or delegates of participating schools and Student Pathways team representatives. The LDWP is free to seek advice from other operating bodies.
- LDWP will adopt an executive role to support the coordination of the tasks identified to assist participating schools.
- The LDWP will report to the Area Schools/High Schools hub meetings and seek feedback on delivery issues in sites.
- The LDWP will investigate and seek to provide up to date ICT training in technology best suited for Local Delivery.
- The LDWP negotiates an agreement with the site leaders around the timelines and costs clarification for subject enrolment, completion and withdrawal concerns.

Operation Guidelines for Senior Leader Student Pathways

- Regular communication with school Principals or delegates regarding opportunities, organisation, monitoring and issues around local delivery.
- The subjects for delivery in the following semester/year will be negotiated by the SLSP before and during subject selection counselling. A Local Delivery Supplement to school subject selection handbooks will be updated as required and produced annually in conjunction with subject counselling.
- Assist sites in the marketing of Local Delivery opportunities and support sites in the subject counselling process as required by schools.

- Act as a broker between sites based on updated information and identifying possible subject links.

Organisational Guidelines to assist schools in Local Delivery agreements:

- A focus person will be identified in each school as the first point of contact. This person will
 - negotiate with the SLSP
 - communicate student absences to delivery teachers on an agreed timely manner.
 - receive and deal with any concerns raised by stakeholders in the first instance
 - negotiate information between the sites, eg contact details, reports

Individual sites will decide the mode of delivery and reception that best suits the particular learning involved. The SLSP will provide assistance as required.

- Delivery details will be agreed and documented in a LD Service Agreement before delivery begins. Any alteration to this must involve consultation between the principals of the sites involved.
- Student absences anticipated for delivery lessons need to be communicated in advance of the contact linkups and cancelled if appropriate.
- Reporting will be in the format and schedule of the receiving school.
- Delivery to schools outside of the region is a decision to be made between the delivering school and the outside schools. Extra regional involvement is encouraged but regional delivery is the priority.
- Costing
 - Mainstream enrolments are costed on a user pays basis. The following charges are recommended but individual sites may vary this depending on the circumstances of delivery.

Funding model

\$1200 per student per full year subject to delivery school

\$600 per student per semester subject to delivery school

- Travel costs
Reimbursement of teacher travel costs is a principal concern of the delivering school.

Material/ Accommodation Costs

- Fees may be charged by host school if arranged in the original delivery agreement.
- VET fees
- RTO charges will be passed on to receiving school. There will be a common understanding between sites concerning what component (if any) is to be passed on to students.
- An admin fee may be levied by the host school.

Quality Assurance

- Periodical feedback between schools involving principals, teachers and students.

- The LDWP will carry out periodic holistic review of Local Delivery within schools.

Possible issues to be considered in agreements

- Arrangements regarding students' use of their own vehicles for travel should be stated in the agreement.
- Delivery Teachers will be allocated a line on which to deliver to their base school and receiving schools. Where practical, for reasons of equity of delivery, all students in a subject are to be considered as local delivery students, regardless of which school is the students' base school and which school is the delivering school.
- Two lessons will be designated to delivery. The balance of the time on the allocated line will be spent in preparation or individual assistance. The line will count as a full teaching line and will attract NIT as any other teaching line.
- For practical subjects, block release for whole days may be arranged and students transported to an appropriate school for the delivery. This requirement should be understood and organised before the delivery begins. Further opportunities required should be arranged with principals involved in the consultation.
- Local delivery classes will receive at least 2 delivery lessons per week *or equivalent*. Initial face-to-face contact is desirable with consequent face to face meetings organised between participating schools. There will be a balance of teacher and student travel.
- Students counselling and supervision. Students engaged in local delivery will need to demonstrate a considerable amount of independent learning and self-motivation. Selection should be based on careful counselling in light of the pre-requisite for these skills. Appropriate supervision should be arranged by individual schools to assist the student in organisation and communication.

Issues

In each site the LD contact person will be the first point of contact. Principals on each site must be briefed by the Local Delivery Coordinator of all concerns raised or issues dealt with.

Intra site issues will be handled in this priority

- Site LD coordinator
- Principal
- LDWP

Inter site issues will be handled in this priority

- Site LD Coordinators
- All concerned principals
- LDWP
- Regional Leadership