**Cc:** Lakes Entrance Primary School <lakes.entrance.ps@education.vic.gov.au>; Rocco Fonzi <Rocco.Fonzi@education.vic.gov.au>; Kris Arcaro <Kris.Arcaro@education.vic.gov.au>; Gemma Buckley <Gemma.Buckley@education.vic.gov.au>
**Subject:** Successful application - OSHC Establishment Grant - Lakes Entrance Primary School

Dear Simon Prior

I am writing to advise that **Lakes Entrance Primary School** has been successful in obtaining a grant in **Round 1** of the **Outside School Hours Care (OSHC) Establishment Grant initiative**.

**Funding**

* In June 2021 your school will receive a payment of **$150,000** via the Student Resource Package to support the establishment and operation of the OSHC program from Term 3, 2021 to Term 2, 2022.
* As Round 1 grant recipient your school will also receive SRP cash payments of **$110,000** in March 2022, March 2023, and March 2024, to support the operation of the service for a further three years until the end of Term 2, 2025.
* It is expected that schools receiving grants work to ensure the OSHC service is operational by the beginning of Term 3 of this year.
* The funding should be allocated as proposed in the budget included in your application.

**Guidance for service establishment**

As you have indicated that it is your intention to operate the service through your school council, we have provided the following guidance and template documents to assist you:

* **Guidance for grant recipients who are establishing a service through their School Council:** this document outlines the steps to be taken to set up a service, obtain regulatory approval, engage qualified staff, and operate the service in compliance with requirements
* **Enrolment Form**: a sample enrolment form that meets all regulatory requirements that you can adapt for your service
* **Position description for OSHC Coordinator:** This can be used when advertising for a staff member to run your OSHC service. It is suitable for hiring a person who would be the sole staff member at the service, and could be adapted for other staff as required
* **Acquittal information sheet:** This document outlines the information about expenditure and enrolments at the service that you will be expected to provide when acquitting the funding annually

**Actions**

* Advise the OSHC team at oshc.central@education.vic.gov.au if your plans for delivery have changed - that is, you have decided to instead engage a third party provider.
* Register and attend online briefing session using WebEx for schools regarding next steps. There are two separate sessions being offered:
	+ **20 April 2021, 4pm** – Meeting number: 165 109 7770,
	Meeting password: YvxjQaCP785  [**Direct link to join meeting**](https://eduvic.webex.com/eduvic/j.php?MTID=m7b284fa7ac682a015033ee3725d50be7)
	+ **22 April 2021, 12pm** – Meeting number: 165 772 5583,
	Meeting password: dmMt39yxHC5 [**Direct link to join meeting**](https://eduvic.webex.com/eduvic/j.php?MTID=mf984073119673414cf9c629c3a48a933)

Please RSVP to oshc.central@education.vic.gov.au to advise which session you will attend and a calendar invitation will be forwarded to you.

Additional guidance material will be sent to you directly by the OSHC Establishment Grants team.

Congratulations on your successful application. If you have any questions about the funding or the next steps to be taken, please contact the OSHC team at **oshc.central@education.vic.gov.au**.

Regards,

Jeanette

**Jeanette Nagorcka**

**Acting Assistant Deputy Secretary**

**Schools and Regional Services**

**Department of Education and Training**

M: 0438 045 138

P: 8468 9202

E: jeanette.nagorcka@education.vic.gov.au