



INVITATION TO SUBMIT EXPRESSION OF INTEREST TO PROVIDE AN OUT OF HOURS CARE SERVICE AT BROOKMAN PRIMARY SCHOOL

Brookman Primary School is seeking expressions of interest from licenced providers to deliver an Out of School Hour Care (OSHC) service from the school site, commencing 31st January 2022.

Parent and community feedback indicates that an on-site OSHC service will be well utilised, and a highly valued service to the school community. In addition, having access to Vacation (school holiday) Care on the site through the OSHC provider would also be supported.

A recent survey of 289 respondents (families that have children enrolled in the school) indicates that 18% will use Before School Care and/or After School Care. There is also strong support for Vacation Care should it be offered.

Enrolments

The expected enrolment numbers for 2022 is 292 students. This is expected to grow to 320 students in 2023 and 350 students by the beginning of the 2024 school year.

Premises

In the initial years, a permanent classroom (possibly two) as well as an enclosed undercover area and kitchen facilities/wet area for food preparation, will be available to the service provider to provide the service.

Licence Agreement

The successful provider will be required to sign a licence (right to occupy premises) agreement with the school. The term of the licence agreement will be for a period of up to two (2) years. The licence agreement will include an agreed annual licence fee which is fixed for the period of the licence and not attributed to changing enrolment numbers for the service.

Process

This process is open to all interested providers. Open expressions of interest are invited in the form of a written statement and should address the following:

- Proposed hours of operation, including the likelihood of vacation care being offered;
- Fees and charges for parents;
- Annual Licence fee to be paid to the school;
- Staffing ratios and arrangements;

- Sample food menus;
- Sample programs for before and after school and vacation programs;
- Complaints policy and procedures;
- Demonstration of previous/current service delivery in similar settings;
- Any other information you wish to provide to support your EOI

After the closing date, all expressions of interest will be considered by the Principal, Deputy Principal and Manager Corporate Services of Brookman Primary School. From the expressions of interest, up to three providers will be requested to make a formal presentation to the OSHC sub-committee of the Brookman Primary School Advisory Group (BPSAG). The BPSAG OSHC sub-committee will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by the end of Term 4, 2021.

Next step

Expressions of interest must be submitted in writing and can be posted or emailed using the details below:

PRIVATE AND CONFIDENTIAL

Hans Geers
Principal
Brookman Primary School
34 Brookman Avenue
Langford WA 6147

Or

Brookman.Ps@education.wa.edu.au

Respondents must include the following detail with their submission:

(a) Name of Legal Entity:
(b) ACN (if a company):
(c) Registered address of Company or address of principal place of business:
(d) Business Name:
(e) ABN:
(f) Contact Person:
(g) Contact Person Position Title:
(h) Email:
(i) Telephone:

Expressions of interest must be received no later than 3pm on Friday 5th November 2021.