THIRD PARTY PROVIDER[S] AGREEMENT

This represents a Contractual Agreement between Alphington Grammar School hereinafter referred to as the School and The Victorian School of Languages hereinafter referred to as the VSL.

1. **The VSL agrees to:**
   1.1. To produce and publish the relevant policies on their website to enable the school to confirm that they are relevant and compliant, including VSL Child Safe provisions and arrangements and any other pertinent policy relating to the duty of care provided to Alphington Grammar students.
   1.2. To undertake enrolment procedures for our students and provide the school with a copy of the enrolment application.
   1.3. To provide the school with certified copies of the student's reports which will enable the School to monitor course progress and intervene where necessary with standard warning letters.
   1.4. To provide the Assistant Principal – Teaching and Learning with fortnightly attendance records and information in order to monitor student attendance, and ensure that it does not fall below 90%..
   1.5. To ensure VASS information is accurate.
   1.6. Abide by the Schools Child Safe policy and the centre manager must sign our *Child Safe Policy.*
   1.7. To ensure that all staff are VIT registered.

2. **The School agrees to:**
   2.1 Liaise with the VSL enrolment officer to make sure student details are accurate.
   2.2 Participate in regular briefings with the VSL including an annual site visit.
   2.3 Support the VSL by providing them with updated school policies with a specific focus on child safety and duty of care.
   2.4 Support the VSL in maintaining attendance records above 90%.

This Agreement may be terminated by either party at any time by written notice to that effect.

Signed for and on behalf of

Alphington Grammar School

Signature: _____

Name: _____

Date:

Signed for and on behalf of

VSL:

Signature: _____

Name: _____

Date: