

Principal: Ms Richenda Wagener

School Motto: Living Reflects Learning



RAINWORTH STATE SCHOOL

185 Boundary Road, Rainworth Q 4065
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TERMS OF REFERENCE

PARENT ENGAGEMENT STRATEGY FOR RAINWORTH STATE SCHOOL TECHNOLOGY IN THE CLASSROOM 11 SEPTEMBER 2017

CONTEXT

The proposal to introduce technology into the senior school, starting with Year 4 in 2018 resulted in one option being presented to parents. The "buy your own laptop" (CLICK) proposal has been met with a range of responses and concerns.

There appears to be a continuum of parent responses ranging from full support through to "we want our children to have technology in the classroom, but we have a lot of questions and need more information" to "all action needs to stop until parents have been fully consulted, informed and have had an opportunity to examine other options".

The parent consultation process to date has not resulted in a shared vision for the use of technology in classrooms.

CONSULTANT ENGAGEMENT

The Rainworth State School seeks the support of an independent consultant to develop a parent engagement strategy that is "owned" by the school and supported as a sustainable ongoing process. The consultant's role is to develop the strategy in consultation with the School.

The strategy will:

1. Address the current context and issues
2. Enable parents to gain a shared understanding of the research, needs, curriculum imperatives and ways of working with technology in the classroom
3. Result in a range of options for using and resourcing technology in the classroom to best meet the needs of the students
4. Provide opportunity for parents to voice concerns, opinions and hopes for the use of technology in classrooms
5. Establish a longer term engagement process that includes parent consultation - information sharing, dialogue, education; structural and system supports for the strategy; and a monitoring process to inform progress and parent satisfaction levels.

The consultant's role may include:

- Meeting with School Council, staff and parents to gain an understanding of the needs and context.
- Developing the parent engagement strategy
- Designing and facilitating initial parent consultation meetings
- Collecting, collating and analysing parent feedback
- Producing a report on initial consultations to the School Council
- Ensuring parents receive feedback from consultation meetings
- Establishing a "Parent Engagement Advisory Group" with membership of up to 8 people
- Developing a set of indicators to assist in monitoring the effectiveness of the engagement strategy
- Supporting the establishment of the "Parent Engagement Advisory Group" in its initial stages through facilitating meetings to identify terms of reference, roles and responsibilities, and developing an action plan to address identified priorities and milestones.
- Providing support through a monthly overview process (until March 2018) that focuses on:
 - Progress
 - Relationships
 - Collaboration
- Identify with the Principal the key tasks / pieces of work that the school needs to complete to support the parent engagement process.
- Support staff professional development

TERMS OF ENGAGEMENT

The Consultant will be engaged by the Rainworth State School, and will report to the Chair of the School Council or his delegated representative.

Fee: To be advised on confirmation of strategy

KEY MILESTONES

While the strategy will be long term focused, initial consultation with parents should commence directly after the September school holidays.

Mission Statement

At Rainworth our vision is for each individual to achieve the best educational outcomes through a rich, diverse, engaging curriculum in a happy, safe, and healthy community.

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Ms S Shaw

Director Ibis Consulting (Qld) Pty Ltd

s.47(3)(b) - CTPI

Dear Sue

Re: Letter of Agreement to provide consultancy service to Rainworth State School

The Rainworth State School seeks the support of an independent consultant to develop a parent engagement strategy that is "owned" by the school and supported as a sustainable ongoing process. The consultant's role is to develop the strategy in consultation with the School.

I wish to confirm your engagement to provide consultancy services regarding the engagement strategy to consult with and involve parents in informing decision making regarding the future of ICTs in teaching and learning at the school.

The strategy will:

1. Address the current context and issues
2. Enable parents to gain a shared understanding of the research, needs, curriculum imperatives and ways of working with technology in the classroom
3. Result in a range of options for using and resourcing technology in the classroom to best meet the needs of the students
4. Provide opportunity for parents to voice concerns, opinions and hopes for the use of technology in classrooms
5. Establish a longer term engagement process that includes parent consultation - information sharing, dialogue, education; structural and system supports for the strategy; and a monitoring process to inform progress and parent satisfaction levels.

Key deliverables include:

- Meeting with School Council, staff and parents to gain an understanding of the needs and context.
- Developing the parent engagement strategy
- Designing and facilitating initial parent consultation meetings
- Collecting, collating and analysing parent feedback

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- Producing a report on initial consultations to the School Council
- Ensuring parents receive a report on the feedback from consultation meetings
- Establishing a "Parent Engagement Advisory Group" as a working group of the school Council with membership of up to 8 people.
- Developing a set of indicators to assist in monitoring the effectiveness of the engagement strategy
- Supporting the establishment of the Advisory Group in its initial stages through facilitating meetings to identify terms of reference, roles and responsibilities, and developing an action plan to address identified priorities and milestones.
- Providing support through a monthly overview process (until March 2018) that focuses on:
 - Progress
 - Relationships
 - Collaboration
- Identify with the Principal the key tasks / pieces of work that the school needs to complete to support the parent engagement process.
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Terms of Consultant Engagement

Consultancy services will be provided in two stages.

- Stage 1
 - Commence on 30 September 2017 – Friday 15 December
 - The fee for Stage 1 is \$s.47(3) (+ GST). (NB: We acknowledge that the commercial fee charged for this work is \$s.47(3). This heavily reduced fee is available to the school as part of Ibis Consulting's "community service" to a not for profit organisation.)
- Stage 2
 - Commence Monday 29 January 2018. Completed by Beginning term 3 2018.
 - Services and deliverables to be negotiated in January 2018; fee to be confirmed.

The consultant will invoice the Rainworth State School on completion of Stage 1.

Sincerely,



Richenda Wagener
Principal

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