

2022 Workshop Incursion Terms & Conditions

NEED TO KNOW

Capacity and Program Limitations

Due to the hands-on nature of the workshop incursion program, there is a strict maximum number of students that we can accommodate per session. Our team is able to present for a maximum of 2 hours and can visit 2 classes during this time (1 hour max. per class). We will prepare consumables and equipment for a maximum number of 35 students per class.

All changes to your booking must be managed through the bookings team via schools@telethonkids.org.au or 6319 1640.

Working with Children Check

All Telethon Kids research and staff members visiting your school have a current 'Working with Children' check and a Police Clearance as a condition of employment. Telethon Kids staff are able to present their 'Working with Children' checks at your request.

Duty of Care

While the Telethon Kids research and staff members will be responsible for running the session with the students, duty of care remains the responsibility of school staff. School staff must be present at all times during the incursion session.

Special Needs and Allergies

It is the responsibility of the School Coordinator to advise Telethon Kids if any students have any special needs or allergies.

Set-up and Pack-down

Telethon Kids will provide at least two presenters to run the incursion. Unless stated otherwise in your Incursion Booking Confirmation Form, they will arrive approximately 30 minutes before the program is due to begin with all the required equipment. Please arrange for someone to meet them and show them to the session area(s). Due to the hands-on nature of our workshops, we will need access to the space 30 minutes before and after the sessions to setup and pack down. A minimum time of 30 minutes is needed between the two sessions to reset the workshop.

Please note that our workshop sessions require a projector, interactive whiteboard, screen or similar, with audio, to enable our team to present. The hands-on activity our team will conduct with your students during the session will be confirmed with you through email at time of booking. Please inform us of the type of presenting space(s) we will have access to during the session so that we can plan suitable activities for the space.

Parental Consent

Telethon Kids takes no responsibility for any parental consent required for children to take part in the incursion session. The school takes responsibility for ensuring appropriate consent is sought prior to the incursion taking place.

Incursion Price as of Term 4 2022

Workshop Incursion

Incursion duration: **2 hours**

Maximum number of classes: **2 classes**

Maximum size per class: **35 students**

Incursion fee: • **\$5 per student plus GST**

• **If your total number of students is below 25 a flat rate of \$125 + GST applies**

Fees and Payment

Once we receive your initial enquiry and arrange a suitable date and time, you will be asked to complete an Incursion Booking Confirmation Form and a New Customer Request Form, if applicable, to secure your booking. An invoice will be sent to your school two weeks before the incursion date.

Cancellation Policy

If you do decide to cancel the booking, please provide at least 30 days' notice so we can offer another group the opportunity to book this incursion.

Unless there are exceptional circumstances, if you do not provide the required notice the school will be charged a \$50 cancellation fee. Schools that do not provide any notice of cancellation and fail to attend on the day will be charged the full flat rate of \$125 + GST.

Indemnity

By agreeing to these Terms & Conditions, the school agrees to indemnify and release Telethon Kids against all actions, suits, claims, and demands (including costs) related to the incursion. This includes any actions, suits, claims, and demands (including costs) related to personal injury or property damage suffered by your students while participating in the incursion.

G O O D T O K N O W

Bookings

Please confirm your school timetable i.e. school and recess start and finish times when liaising with the bookings team, so that we are able to organise the visit schedule around this.

Parking

Please ensure there is adequate parking available at your school to ease the arrival of Telethon Kids staff so that the incursion can commence on time.