



Cool 2 b u! Agreement Form 2018

Education in Schools

Agreement for the provision of Plunket provided early childhood based learning between Royal New Zealand Plunket Trust, The Principal and The Agent.

School Name			
Unit # Cool 2 b u! Module: Name	Estimated # students	Start date	End date
Plunket led unit price: circle one \$85 per module or \$475 six modules	Modules: circle Values Respect Self-Esteem Conflict Empathy Friendship	Total Estimated Price <i>ex gst</i>	
Notes/ Variations/Invoicing requirements etc.			
Teacher contact name		School postal address	
Teacher email		School phone	
School's Principal signature <i>signed for the "Agent"</i> Date		Plunket Education in Schools signature <i>signed for the "Principal"</i> Date	
<p>Signatory agrees to the terms and conditions of the purchase option set out on the reverse side of this Agreement Form and in particular for Plunket led learning:</p> <ul style="list-style-type: none"> Active teacher involvement and support in all sessions, including assessments and resubmissions will assist in ensuring all students are equipped to meet the assessment requirements. Two week resubmission timeframe applies unless agreed otherwise Change of timetable must be notified prior to the day of delivery or a charge applies for the Plunket educator's time and travel (\$85.00) A teacher is expected to remain in the classroom at all times and the school is responsible for student behavior Agreed class size 20 max; larger classes to be negotiated with the EIS Coordinator (extra cost involved to cover Educator time/marking/travel or two educators for extra large classes) 			
Complete one Agreement Form for each class delivery			
<p>Scan/email/send the original to National Administrator ann.webber@plunket.org.nz Phone: 04 4704983 Education in Schools eis.admin@plunket.org.nz Phone: 04 4704984 Royal New Zealand Plunket Trust, Simpl House, P O Box 5474, 40 Mercer Street, Wellington 6145</p>			

Plunket Responsibilities

- Ensure Plunket units are delivered by suitably qualified personnel
- The signed and certified Course Report Form will be sent back to the school
- Plunket will invoice the school at the completion of the Plunket led unit. Payment required within 14 days of the invoice.
- Where activities or developments are undertaken by the partnership using Plunket's resources, the ownership of the intellectual property rights arising belongs to RNZPT
- RNZPT is not responsible for lost mail.

School Responsibilities

- Scan/ email completed MoU and Course Agreement forms to Plunket eis.admin@plunket.org.nz
- The recommended number of students per Plunket delivered unit is 20. If numbers exceed 20 this must be negotiated with the EIS Coordinator prior to delivery
- **A teacher must be present, in the classroom,** for the duration of a Plunket led unit
- Behaviour management of students is the responsibility of the school and the designated teacher
- School will be invoiced upon completion and moderating of the Plunket led unit
- The school Health and Safety policy must be adhered to at all times
- \$85 fee will be charged for a cancelled or postponed session without prior notice (Educator time and travel)
- An online teacher evaluation survey is found at www.plunket.org.nz/educationinschools by clicking on the Teacher Evaluation link at the bottom of the page.

Shared Responsibilities:

- Either party may terminate or extend this agreement by giving two weeks' notice in writing, prior to course commencement.