Outdoor School - Bogong

"Educating for Sustainable Living"

ABN: 27 819 095 091
outdoor.sch@edumail.vic.gov.au

1 Black Possum Road,
Bogong, Victoria, 3699
P: 03 5754 1732 F: 03 5754 1735

Teacher Booklet - Summer Programs

An online version of this booklet can be downloaded at **www.outdoorschool.vic.edu.au**
The Parent/Guardian & Student Booklet can be translated into various languages using the 'Translate' icon in the Review tab when opening in word.

What Will Students Learn at Bogong?

Depending on your school's selection your students will be learning either of the following:

It's Up To Me (Personal)	Students gain knowledge of key aspects of resilience and how to apply these in a range of contexts.
Working Together (Social)	Students develop an understanding of respectful relationships, diversity, team goals and conflict management strategies.

Along with the key aim of the program students will also learn to….

1. Demonstrate an understanding of the Alps Environment.
2. Climate change and its impact on the Alps.
3. Sustainability behaviours – Sustainable Living Actions (SLA's).
4. Demonstrate movement skills and advanced skills during selected complex activities.
5. Participate in recreational and leisure activities that maintain regular participation in moderate to vigorous physical activity.

About Bogong

Outdoor School – Bogong Campus is a school staffed and funded by the Department of Education and Training (DET) and provides programs for Years P–12 students from Government Schools throughout Victoria. The Bogong campus is situated in Bogong Village, North-East Victoria. This is located 16 km from Mount Beauty and 15 km from both the Falls Creek ski resort and the Bogong High Plains. Bogong Village is surrounded by the Alpine National Park. Bogong is 380 km from Melbourne and takes around 6 hours to get there by bus.

Respectful Relationships - Statement of Commitment

- We commit to action that promotes gender equity & respectful relationships
- We will model respectful relationships between peers and all members of the school community
- We will speak out about sexism, gender inequity and gender stereotypes
- We will provide a safe, inclusive and supportive environment
- We will provide a structural and cultural environment that promotes gender equity

Before Coming You Must Organise

Forms

Send out and collect up completed Bogong forms for all students and visiting teachers. These are:

Code of Cooperation (See page 4)

- This must be read and agreed to by the parents/guardians and student.

Bogong Consent Form (See page 5)

- Must be read by parent/guardian's and students, then signed by both in conjunction with reading the Code of Cooperation.

Bogong Medical Forms (See pages 6-9)

- These forms must be completed and signed indicating the students' current medical status with any information requiring specific attention or treatment (e.g. medications being taken).
- Asthmatic students **must** bring all medications for their condition to Bogong.
- Asthmatic students **must** complete the attached Asthma Update Form and supply their Asthma Action Plan
- Students with allergies **must** complete the attached Allergic Reactions Action Plan.
- Students with anaphylaxis **must** complete the Anaphylaxis Action Plan.

Parent/Student Booklet

Send this home to parents/guardians for parents/guardians and students to read. A copy of this can be found at www.outdoorschool.vic.edu.au Discuss the Code of Cooperation, and clothing/equipment list with students.

Transport

Organise transport to and from Bogong. We encourage you to share transport with other schools visiting that same week to reduce costs. To optimise learning and allow safe travel time we would like schools to arrive at the times agreed in the 'Bogong Offer'. These times are important to Bogong for staffing and planning purposes. Bogong will give you recommended travel times from your school. We recommend Falls Creek Coach Service for their reliability and experience with times for getting to Bogong although you may have a preferred company.

Entering the Data

The student and visiting staff details from the consent and medical forms must be entered via our online portal.

You will receive automated emails to remind you when to complete these tasks but you may do this earlier if suitable for you.

1. Use this link http://tinyurl.com/y8266pzu to access the Cumulus portal.
2. If you have accessed this site before, log in as you have previously done.
3. If you have not been to this site before create a new account with your edumail address (must be edumail) and a password.
4. Once there you must enter the student's names, their consent and medical details, as well as your visiting teacher's names and medical details.

A copy of the forms must then be sent on to Bogong via scan/email or fax two weeks prior to the program running.

Reserve List

Organise a reserve list of students in case of last minute cancellations. If unable to obtain a full quota of students, we suggest filling these places with students from other year levels. If sharing with another school, they may be able to help out.

Allocating Learning Groups & Room Pairs

Log on to the Cumulus portal as indicated above and **allocate student room pairs and learning groups at least 3 weeks prior to your program starting date**. Any specific details regarding any student learning/behaviour that will assist us please let us know.

Bogong Campus staff suggest that students be allowed to select their own room pairs as it is important to put students into room pairs that they are comfortable with.

We work in groups of 12 students (i.e. usually 4 groups of 12 students).

Students that you allocate into Groups 1, 2, 3 & 4 stay in that activity group for the duration of the program and work together throughout all activities.

We mix girls and boys together in activity groups of 12, and if there are multiple schools, we mix students from each of the schools e.g. 6 students from one school and 6 from another school per group of 12.

Attending with another school:
If you are sharing a program with another school, please allocate your students evenly across the number of groups in the portal. Also consider a gender balance within these groups.

For schools maintaining separate groups to other schools (usually 2 groups):
Students are to be placed in room pairs, then allocated evenly across the 2 groups of 12.

As previously indicated above your school is required to enter this data via the Cumulus online portal. See the sub-heading 'Entering the Data' on page 2.

In drawing up this list please consider the following:

- If the visiting teacher wishes to be in a particular group, please indicate this on the list.
- If you are aware of students who should be separated please indicate this in the comments section on the list.

Please complete this list at least three weeks prior to the start of your program

Important Teacher Information

The program will contain activities and events which are different from those experienced at school. Qualified and experienced teachers are responsible for the supervision and teaching of all adventure activities and necessary precautions are taken to minimise the possibility of injury.

Teachers/parents/guardians should understand however, that all the listed activities do carry risk of physical injury and that accidents can, and do occur. However, Outdoor School Bogong has an active and ongoing risk management program whose objective is to provide a safe and effective environment for everyone.

Activities may include bushwalking, climbing/abseiling, mountain biking, orienteering/rogaining, canoeing, pioneering, high ropes, creek walking, and the sensory trail course. Many of the activities are conducted in remote locations subject to severe weather and other natural hazards. In the event of injury or illness, communications or emergency services may be limited or not available for periods of time. This may result in delays in injured/sick group members accessing more definitive care. It is important that students are appropriately insured for medical treatment as Outdoor School - Bogong, being a State Government School of Victoria, does not have any insurance to this effect.

Student Code of Cooperation

Guiding Principles

- To ensure that the rights of all individuals are protected whilst at Bogong, and to and from Bogong.
- To establish the best possible learning environment.
- To ensure that breaches of the code of cooperation are treated in a fair and consistent manner and within the expectations of staff and students.

Rights	Responsibilities & Expectations
All individuals and their property are to be valued and treated with respect.	All students should treat one another, staff and property with respect.
All individuals have the right to a safe, secure and cooperative working environment in which participation, risk taking and confronting challenges are encouraged.	All students should act and behave in a way which does not endanger, intimidate or interfere with the participation of others.
All individuals have the right to privacy.	All students should respect others rights to privacy.
Staff should be able to perform their duties in an atmosphere of order and cooperation.	Students should comply with instructions given by any members of staff and should willingly participate in the daily routine of the School.
Staff, students and the natural environment have the right to exist in a healthy and environmentally considerate atmosphere.	All students should conduct themselves in a healthy and environmentally friendly manner towards other students, staff and the natural environment.
Bogong expects support from all students, parents/guardians and staff in implementing this Code of Cooperation.	All students should behave according to this code and accept the consequences if it is breached. All staff should fairly, reasonably and consistently implement this code. Staff and parents/guardians of participating schools should support Bogong in implementing the Code of Cooperation.

Specific Rules at the School

To respect the rights and expectations of all individuals at the school the following forms of behaviour are considered a breach of the code and are therefore unacceptable:

- Bringing cigarettes, alcohol, non-prescribed drugs, offensive weapons, and pornographic material.
- Using language which is offensive, sexist or racist.
- Fighting, bullying (physical, verbal, indirect or cyber) or any other forms of aggressive behaviour.
- Being in the lodges/room of a person of the opposite gender.
- Being in another student's room without permission.
- Leaving Bogong Campus boundaries without permission.
- Behaving in a manner which damages or vandalises the property of others or the environment.
- Climbing of trees, buildings or other structures without teacher supervision.
- Students bringing deodorant sprays.

Personal ICT hardware such as phones, iPods and tablets are not to be brought to Bogong.
To maximise student learning we expect students to disconnect from all mobile devices for their time at Bogong. This allows students to engage with their peers, and the outdoor experience. Any mobile devices that are brought to Bogong, will be collected by Visiting Teachers upon arrival and stored in a secure place. If needing more information you may access a copy of our Personal Mobile ICT Devices Policy from our website via the following link http://www.outdoorschool.vic.edu.au/policies/3699/

Implementation Process

The School has developed levels of appropriate responses and sanctions. Any breach of the Code of Cooperation will initiate a restorative approach. The staff will decide the appropriate level of action.

Outdoor School – Bogong

Parent Consent Form — Valid 2019 & 2020

Student's Full Name: _____

Parent/Guardian Consent – please circle as appropriate – (if left blank we will assume yes is the response):

The information about your child/ward and family collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support your child/ward, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our school's privacy policy: Data will be kept permanently as per the 2018 Retention and Disposal Authority for Records of School Records 3.3.1 Summary Enrolment Records requires. The collection and use of the students personally identifiable information via consent forms provided within the handbook and stored via Cumulus is done in accordance with the Privacy and Data Protection Act 2014. Data will be kept permanently as per the 2018 Retention and Disposal Authority for Records of School Records 3.3.1 Summary Enrolment Records requires.

I agree to my child/ward using the internet and computer network at Bogong in accordance with the same internet student user's agreement that applies at their current school.	Yes	No
I also consent to my child/ward being photographed and/or visual images of my child/ward being taken whilst at Bogong by the DET. I also consent to these photos being used for use in the school's publications, the school's social media accounts and the school's website, for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation.	Yes	No
Is English your child/ward's main language?	Yes	No
Is your child/ward of Aboriginal or Torres Strait Islander origin?	Yes	No
Has your child/ward been away from home before?	Yes	No
I authorise the teacher in charge to administer paracetamol as per the Outdoor School protocol.	Yes	No

I agree to my child/ward's attendance at the Outdoor School - Bogong **on _____/_____/_____ (Starting Date)**

I also agree to him/her taking part in any excursion or activities arranged for students in connection with the school program. I have read the **Parent/Guardian & Student Booklet** and understand the program contains potentially hazardous activities in remote areas subject to natural hazards and severe weather.

I will notify the school if my child/ward is in contact with any infectious disease within four weeks of departure date. In the event of any illness or accident, where it is impracticable to communicate with me, I authorise the teacher in charge to consent to my child/ward receiving such medical or surgical treatment as may be deemed necessary. I accept responsibility for payment of any expenses thus incurred. In the event of my child/ward being unable to accompany the rest of the group home due to ill health or accident I will make the necessary arrangements in liaising with the School Principal for their return.

I agree to ensure that my child/ward's mobile devices (phones, tablets, iPods etc.) remain at home whilst they attend this program.

Should my child/ward violate the rules of the school to the extent that the teacher in charge in consultation with the Principal of Outdoor School Bogong considers that he/she should be sent home, I agree to organise this withdrawal and fully cover the transport costs involved in this process.

_____

Parent/Guardian's Full Name (please print)

_____ _____

Parent/Guardian's Signature **Date**

I have read the Outdoor School Student Code of Cooperation and I hereby undertake that while travelling to and from the school and while in attendance I shall behave in a good and proper manner and shall observe whatever rules are decided on as best for the welfare of all.

_____ _____

Student's Signature **Date**

<u>Cancellation or Withdrawal</u>

The Department of Education and Training (DET) reserves the right to cancel a program for any reason. In the event of a student's application being withdrawn prior to the commencing date of the program the DET through the Principal reserves the right to make a refund only where a reasonable excuse for withdrawal is offered. No refund will be made where a student leaves during the program except in the case of illness, and then only on a pro rata basis.

Outdoor School – Bogong

Medical Information Form — Valid 2019 & 2020

For Students & Visiting Teacher (VT) to fill in

This information is intended to assist Outdoor School – Bogong in case of any medical emergency with your child/ward or a VT.
All information is held in confidence.

School: _____ Year Level/Visiting Staff: _____

Student Full Name: _____

Student Date of Birth: _____ Student Gender: Female ☐ Male ☐ Gender Diverse ☐

Parent/Guardian/Contact Person's Full Name: _____ Date of Birth: _____

Address: _____ Postcode: _____

Parent/Guardian/Contact Person's Mobile Phone: _____ Other Phone: _____

Home Email Address: _____

Medicare No: _____ Valid to: _____ Child's Number (eg. 2, 3, _____

Health Insurance Fund: _____ Member No: _____ Ambulance Subscriber: Yes No

Tick	Item	Details
	Diabetes	
	Dietary Requirements	
	Dizzy Spells/Blackouts	
	Fits Of Any Type	
	Hay Fever	
	Heart Condition	
	Migraines	
	Physical Difficulties	
	Previous Injuries - When	
	Sleepwalking	
	Travel Sickness	
	Other	

Please tick the box on the left if your child/ward suffers any of the following:

	Anaphylaxis	If ticked, you **MUST** attach the appropriate completed Anaphylaxis Action Plan.
Responsible person is:		***Please state below who will be responsible for carrying the Epipen?***
	Allergies	If ticked, you **MUST** complete and attach the Allergic Reactions Action Plan
	Asthma	If ticked, you **MUST** complete and attach Asthma Update Form along with your child/ward's personal Asthma Action Plan.

Year of Last Tetanus Immunisation (If known):	

Medication – Is your child/ward presently taking tablets and or medicine? **YES / NO** (If yes please detail below.)

Condition	Medication	Dosage	When given & instructions.

Swimming Ability: please tick the distance your child/ward can swim comfortably.

☐ Cannot Swim ☐ Weak Swimmer (<50m) ☐ Fair Swimmer (50-100m) ☐ Competent Swimmer (100-200m) ☐ Strong (200m+) Swimmer

_____ _____

Signature of Parent/Guardian: **Date:**

DET requires this consent to be signed for all students and teachers attending school excursions.

School Camp and Excursion

Asthma Update Form

Asthma Foundation VIC

Name: _____

Date of birth: _____

Confirmed Triggers

Has the student been hospitalized due to asthma, had an acute asthma attack or worsening asthma in the last two weeks?	☐ Yes ☐ No
Has the student's asthma medications changed in the last two weeks?	☐ Yes ☐ No
Is the student well enough to attend camp/excursion?	☐ Yes ☐ No

This form is to be completed by parents/carers of students with asthma prior to an excursion or camp. The form is to be attached to a copy of the student's Asthma Action Plan and brought with students to the camp or excursion. Please provide as much detail as possible.

OTHER MEDICAL CONDITIONS

Has the student had any other illness in the last two weeks? ☐ Yes ☐ No

If YES, please provide details:

Nature of illness? _____ When? _____

Severity? _____ Has this affected their asthma? ☐ Yes ☐ No

ALLERGIC RHINITIS (HAY FEVER)

Does the student hay fever? ☐ Yes ☐ No Does the student have an action plan for hay fever? ☐ Yes ☐ No

Confirmed Triggers for hay fever

Medication ..... Device ..... Dose ..... When .....

Treatment .....

ADDITIONAL ASTHMA MEDIC ATION REQUIREMENTS

1. Medication ..... Device ..... Dose ..... When .....

Instructions for use .....

2. Medication ..... Device ..... Dose ..... When .....

Instructions for use .....

Doctors Name: _____

Phone: _____

Address:

Emergency Contact: _____

Phone: _____

The information provided on this plan is true and correct.

Signed: _____

Date: _____

Additional information:

ascia
australasian society of clinical immunology and allergy
www.allergy.org.au

ACTION PLAN FOR Allergic Reactions

Name:
Date of birth:

Photo

Confirmed allergens:

Asthma Yes ☐ No ☐

Family/emergency contact name(s):

Work Ph:
Home Ph:
Mobile Ph:

Plan prepared by:
Dr:
Signed:
Date:

Note: The ASCIA Action Plan for Allergic Reactions is for people with mild to moderate allergies, who need to avoid certain allergens.

For people with severe allergies (and at risk of anaphylaxis) there are ASCIA Action Plans for Anaphylaxis, which include adrenaline autoinjector instructions.

Instructions are also on the device label and at: www.allergy.org.au/anaphylaxis

Note: This is a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.

© ASCIA 2014. This plan was developed by ASCIA

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

ACTION

- **For insect allergy, flick out sting if visible. Do not remove ticks.**
- Stay with person and call for help
- Give medications (if prescribed) .....
  Dose: .....
- Phone family/emergency contact

Mild to moderate allergic reactions may or may not precede anaphylaxis

Watch for any one of the following signs of anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION

1. **Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.**
2. **Give adrenaline autoinjector if available.**
3. **Phone ambulance* 000 (AU), 111 (NZ), 112 (mobile)**
4. **Phone family/emergency contact**

Commence CPR at any time if person is unresponsive and not breathing normally. If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.

* Medical observation in hospital for at least 4 hours is recommended after anaphylaxis

Additional information

ascia
australasian society of clinical immunology and allergy
www.allergy.org.au

ACTION PLAN FOR Anaphylaxis

For use with EpiPen® Adrenaline Autoinjectors

Name: _____

Date of birth: _____

Photo

Confirmed allergens:

_____

_____

Asthma Yes ☐ No ☐

Family/emergency contact name(s):

_____

_____

Work Ph: _____

Home Ph: _____

Mobile Ph: _____

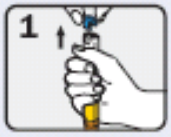
Plan prepared by:

Dr: _____

Signed: _____

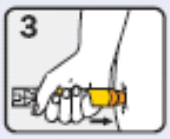
Date: _____

How to give EpiPen®



Form flat around EpiPen® and PULL OFF BLUE SAFETY RELEASE.

PLACE ORANGE END against outer mid-thigh (with or without clothing).



PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds.

REMOVE EpiPen®. Massage injection site for 10 seconds.

Instructions are also on the device label and at:
www.allergy.org.au/anaphylaxis

© ASCIA 2014. This plan was developed by ASCIA

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

ACTION

- **For insect allergy, flick out sting if visible. Do not remove ticks.**
- Stay with person and call for help
- Locate EpiPen® or EpiPen® Jr
- Give other medications (if prescribed) _____
  Dose: _____
- Phone family/emergency contact

Mild to moderate allergic reactions may or may not precede anaphylaxis

Watch for any one of the following signs of anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION

1. **Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.**
2. **Give EpiPen® or EpiPen® Jr**
3. **Phone ambulance* 000 (AU), 111 (NZ), 112 (mobile)**
4. **Phone family/emergency contact**
5. **Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)**

If in doubt, give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally.
If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.

EpiPen® is generally prescribed for adults and children over 5 years.
EpiPen® Jr is generally prescribed for children aged 1-5 years.
*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information _____

Note: This is a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.

Personal Clothing and Equipment

This list provides information on the types of the clothing and other essentials that you should bring. It also outlines the equipment supplied by Bogong.

Clothing

- 1 set of thermal underwear (top and bottom)
- 2 warm jumpers (polar fleece or woollen preferred)
- 3 pairs shorts
- 2-3 pair of pants (tracksuit or quick dry)
- 4 T-shirts
- Bathers (Oct-April)
- Long sleeved shirt (sun protection)
- Solid walking boots or sneakers for activities (must be worn in). Not slip-ons
- Comfortable shoes (for around camp).
- Old runners/sandals for wet activities (not thongs).
- 5 pairs underwear
- 5 pairs socks (hiking socks should be long and warm).
- Pyjamas
- Warm gloves
- Beanie
- Sunhat (Bogong can supply one)

Toiletries

- Soap, toothbrush, toothpaste, hairbrush, roll-on deodorant (don't bring spray deodorant).

Linen

- Sleeping Bag for sleeping indoors at Bogong, (where applicable an Alpine Sleeping Bag will be provided by Bogong for overnight hikes)
- 1 pillow
- 2 towels

Other Items

- Sunglasses & sunscreen
- Drink bottle
- Torch (small with new battery)
- Personal medical requirements
- Book for personal reading

Bogong Supplied Gear

- Fitted sheet
- Waterproof jackets
- Waterproof over pants
- Gloves
- Lunch box and drink bottle
- Day-packs
- Specialist equipment (tent, sleeping bag, backpack, helmet etc.) are all provided.

Please Note:

- Schools who attend late Term 2 or early Term 4 (possible winter conditions) should make sure to bring extra warm clothing to their program. A day skiing can sometimes be incorporated into a program at these times.
- All personal items and luggage should be clearly marked with the owner's name. The DET does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.
- Try to utilise clothes and other items you have at home rather than buying anything special for the program.
- Recommended pocket money for students is $20 for meals en route. There is no facility at Bogong to spend this money.
- Outdoor School Bogong is a Sunsmart School. Students are encouraged to wear a hat and clothing with long sleeves and collars, to wear suitable sunglasses and to apply sunscreen.
- Students are not to bring deodorant sprays as they can set off the emergency fire alarm. Bring a roll-on deodorant instead.

When You Are At Bogong

Physical Fitness for the Program

The activities undertaken can be strenuous and it is strongly advised that students and visiting teachers undertake a **planned comprehensive fitness program** as part of their preparation for their time at Bogong.

Student Expectations

The following should be made clear to students before their departure from school:

- Smoking, non-prescribed drugs and alcohol are strictly prohibited!
- Students will follow a tight program leaving them little free time.

Bogong is a school operated by the (DET), has a set curriculum and **is not a holiday centre.**

Accommodation

Students and visiting teachers are accommodated in a two-story Lodge. Twenty-eight students (two per room) and two visiting teachers (VTs- a single room each) can be accommodated on each floor. Student rooms are furnished with two single beds, mattresses (Bogong will supply the bottom sheet – students are to bring a sleeping bag & pillow). All buildings facilities include modern bathrooms, indoor and outdoor recreation areas, drying rooms and a dining room. Facilities (i.e. wheelchair ramps and specialised bathrooms/toilets) are provided for students with physical disabilities. Refer to the Outdoor School website for more information.

Catering

The Campus employs a chef and assistant who provide all meals and specifically cater for the tastes and appetites of teenagers. For catering purposes, the actual numbers of students and staff from each school needs to be confirmed on the Cumulus online portal two weeks in advance with any special dietary requirements.

Transport

Schools are required to arrange for return transport between the school and Bogong. Outdoor School recommends Falls Creek Coach Service for their reliability and experience with times for getting to Bogong. Local transport during the program may be either self-drive using school vehicles, or by coach. The High Plains Road from Mt Beauty to Falls Creek is declared hazardous from the Queen's birthday weekend until the end of the snow season and requires a special bus licence to drive on it.

Sick Students

Should a student(s) be unable to take part in the program, then a visiting teacher may be required to supervise them at the Campus. Bogong has a sick bay for dealing with first aid needs.

Telephone

Inward phone calls are received between 8.30am and 4.30pm. Outgoing calls may be made any convenient time by staff or students if needed. Students are discouraged from calling or receiving calls during the program. Bogong has an answering machine at times when the office is unattended. An after-hours phone number for emergencies is provided on the answering machine. Bogong teachers have phones for safety during program.

Emergency Telephone Numbers

Bogong Campus (Office)	03 5754 1732	Bogong Campus (Fax)	03 5754 1735
Principal – Tony Keeble	0417 541 732	Campus Principal – Roger Blackwell	0417 202 578
DET Office of Emergency Management – 24 hours		03 9589 6266	

Reports

At the conclusion of the program Bogong teachers will write reports for each student. Some programs may receive certificates.

Privacy, Student Engagement, Mandatory Reporting & Child Safe Policies

Outdoor School has privacy, student engagement, mandatory reporting and child safe policies. These are available on the schools website at http://www.outdoorschool.vic.edu.au/policies/3699/

Adventure Activities

Below is a brief description of some activities that maybe in your program. If you wish to view students participating in activities, please refer to our website. Many of the activities are conducted in remote and rugged locations and in environments subject to severe weather and other natural hazards. In the event of injury or illness, access to communications or emergency services may be limited or not available for significant periods of time. This may result in delays in injured or sick group members accessing more definitive care.

Rock-climbing & Abseiling introduction – An introduction to the techniques and skills of climbing and abseiling conducted on a number of artificial rock walls in and around the Bogong Campus. Students may be involved in belaying other students under active supervision and after training and assessment by teachers.

Rock-climbing & Abseiling extension - Students are taken to a site on the Bogong High Plains where they have the opportunity to extend the climbing and abseiling they have done at the Campus. This is normally done as a half day activity combined with a half day of bike riding.

Orienteering – Students are introduced to Orienteering (navigation using a map and compass). They progress from a simple course around the Campus to a more complex and challenging set of courses in the forest area around Bogong Village. Please Note: due to the nature of the activity, there are times when the students are not directly supervised by a teacher.

Rogaining - This is similar to orienteering. Students team up for a four to five-hour challenge to test themselves within a defined area on the Bogong High Plains. Students are briefed on safety and lost procedures, and carry radios monitored by teachers. This allows students to take on leadership, initiative, teamwork and responsibility in an alpine setting. Please Note: due to the nature of the activity, there are times when the students are not directly supervised by a teacher.

Canoeing - Canoeing is conducted on Lake Guy, which adjoins the Campus. The students are introduced to the basic methods of flat water canoeing to enable them to explore the lake environment.

White Water Rafting - This activity involves students paddling inflatable rafts on white water rapids, on rivers up to a grade 3 (moderate) standard. Students may be in a boat with an adult guide, or in a 'self-guided' boat, supervised by guides in support craft, depending on river conditions and educational goals. Rivers accessed include the Mitta Mitta and Snowy River, and some sections of these rivers are remote and difficult to access via vehicle or on foot.

Creek Walking - This involves students following a river bed upstream by moving from rock to rock, wading and walking along the river bank. It is done at Bogong Village in the Rocky Valley stream. It has ready access to areas above the normal flood line over the length of the activity.

High Ropes - Bogong has a well-developed High Ropes Course constructed in a forest setting adjacent to the Campus. A new course was constructed after the 2003 bushfires and comprises 12 activities.

Bike Riding - Bike riding is conducted on the Bogong High Plains using existing trails. It provides the opportunity for students to enjoy the spectacular scenery and environment of the high country. Instruction, practice session and bike check is conducted prior to the tour.

Pioneering - Pioneering is an initiative activity session where students are taught a number of knots and lashings that allow their group to solve the problem of crossing a low creek by constructing a simple bridge.

Initiative Activities - These activities develop initiative, trust, co-operation, group participation and self-confidence.

Environmental Studies - (Bogong Nights & Bogong's Backyard)
These sessions look at the ecology of the area and incorporate presentations and student practical work on the land use issues, history, flora, fauna, climate, water and geology associated with the Alpine environment. A blindfolded 'sense trail' in the bush is also used to introduce environmental concepts.

Overnight Bushwalk - Bushwalks are normally conducted on the Bogong High Plains. Students hike in groups of 12, accompanied by one Bogong Teacher and one Visiting Teacher. Walks can visit a number of historic cattleman's huts and environmentally sensitive sites en route. Students cook for themselves using lightweight stoves under supervision. Bushwalks are preceded by a hike preparation session where students discuss the bushwalk and are given information, training, equipment, and food required for a safe and enjoyable experience.

Sample Timetable
Term 1, 2 & 4 Programs

A general guide for a typical day at Bogong Campus

7:00am	Lights on
7:30am	Morning assembly #1
7:35am	Hospitality Team and Activity
7:45am	Weather recording
8:00am	Breakfast
8:35am	Lodge/room clean up
8:55am	Morning assembly #2
9:00 – 12:00 noon	Morning activity session
12:20pm	Lunch Hospitality Team
12:30pm	Lunch
1:25pm	Gather for afternoon activity
1:30 – 4:30pm	Afternoon activity session
5:30pm	Dinner Hospitality Team and Weather recording
5:45pm	Pre-dinner education
6:00pm	Dinner service
7:15pm	Evening gathering
7:30 – 9.00pm	Evening activity session
9.00pm – 9:30pm	Free time
9:30pm	Students into own lodge
9:45pm	Students into own room
10:00pm	Lights out

The visiting teachers (VT's) are responsible for the supervision of students between lights out 10:00pm and 7:30am the next morning.

VISITING TEACHER (VT) DUTIES

DUTY	EXPLANATION
Wake Up & Assembly	At 7:00am knock on doors and ensure that students are awake and getting out of bed. You can put on music in the audio room. Unlock all doors. At 7:30am assemble and account for all students.
Morning Activity	At 7:35am take students (except hospitality team) for an exercise activity for about 15-20 minutes. Some possibilities would be run, aerobics, stretches, minor games, walk to lake, volleyball etc.
Breakfast Duty/Weather, then all Level Supervision	• At 7:35am go to breakfast with the hospitality team. • Select and work with 2 hospitality students to collect the weather recordings. • Help students to fill out the weather recording sheet and prepare for their summary to present to all. • Have breakfast with the hospitality team. You must be ready to leave the dining room when the first student finishes their breakfast and leaves the dining room to continue supervision.
All Level Supervision then Breakfast with Group	At 7:35am actively supervise students on all levels. Then 5 minutes before breakfast, collect students and get them to line up outside of the dining room ready for their meal.
Room Check	At 8:40am check rooms off using the tick sheet hanging in the foyer, ensuring beds are made and window is open.
All Level Supervision, then Lunch with Group (Terms 1, 2 & 4)	At 12:00pm actively supervise students on all levels. Then 10 minutes before lunch, collect students and get them to line up outside of the dining room ready for their meal.
Lunch Duty then all Level Supervision (Terms 1, 2 & 4)	• At 12:20pm go to lunch with the hospitality team. • Help them set up and then have your own meal. You must be ready to leave the dining room when the first student finishes their lunch and leaves the dining room.
All Level Supervision then Dinner with the Group	At 4:30pm actively supervise students on all levels. Collect students and gather them in the rec room at the nominated time from the Bogong night teacher.
Dinner/Weather/Garden then all Level Supervision	• At 5:30pm go to dinner with the hospitality team • Select and work with 2 hospitality students to collect the weather recordings. Help students to fill out the weather recording sheet and prepare for their summary to present to all. • Assist delegated students with Garden maintenance • Be one of the first to have your own meal. You must be ready to leave the dining room when the first student finishes their dinner and leaves the dining room.
Supervision of all Levels	At 9:00pm actively supervise all levels till 9.30pm
Supervision of all Rooms	At 9:30pm actively supervise the Fainter Lodge rooms till 10.00pm