Outdoor School – 15 Mile Creek

"Educating for Sustainable Living"

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

692 Benalla-Whitfield Road,
Greta South, Victoria, 3675
P: 03 5766 6247

Visiting Teachers Booklet

Including all parent/Guardian & student information)

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

P-12 Curriculum:
- Challenge and grow.
- Leadership.
- Exploring Our Environments.
- Future Makers.
- Special School Programs
- VCE Programs

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

Code of Cooperation

This must be read and agreed to by the parents/guardians and student. Please take time to acknowledge that Mobile Devices must be left at home.

15 Mile Creek - Consent Form

- Must be read by parent/guardians and students, and then signed by both in conjunction with reading the Code of Cooperation.
- These must be returned to the teacher organising your program as soon as possible.

15 Mile Creek Medical Forms

- These forms must be completed and signed indicating the students' current medical status with any information requiring specific attention or treatment (e.g. allergies, medications being taken).
- Asthmatic students must bring all medications for their condition to 15 Mile Creek.
- Asthmatic students must complete the attached School Camp and Excursion Asthma Update Form and attach a copy of their Asthma Action Plan. For a copy of any of these Asthma Action Plans, please visit our website at www.outdoorschool.vic.edu.au under Forms and Information Booklets
- Students with allergies **must** complete the attached Allergic Reactions Action Plan.
- Students that have Anaphylaxis reactions must complete the appropriate attached Epipen Anaphylaxis Action Plan (This plan must be signed by your doctor).
- Other Health Care need - Please provide an Action Plan if your child/dependant needs medical or health related support at school (e.g. diabetes management).

Personal Clothing and Equipment

- Please read through the list ahead of time and pack all the clothing and essentials to be well organised for the program. Also outlined is the equipment 15 Mile Creek supply.
- Please be reminded that the Department of Education and Training 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.

Other Important Parent 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.

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 has an active and ongoing risk management program whose objective is to provide a safe and effective environment for students and staff.

Activities may include bushwalking, climbing/abseiling, mountain biking, orienteering/rogaining, canoeing, rafting, sledding, pioneering, creek walking, shelter making, woodwork, team initiative activities, working in the garden 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 the Outdoor School, being a State Government School of Victoria, does not have any insurance to this effect.

Parents/guardians are always very welcome to contact the Principal on (03) 5754 1732, or Campus Principal on (03) 5766 6247, should any further information be required.

Students' Code of Conduct & Cooperation

Guiding Principles

- To ensure that the rights of all individuals are protected whilst at Outdoor School, and to and from Outdoor School.
- To establish the best possible learning environment.
- To ensure that breaches of the code of conduct are treated in a fair and consistent manner and within the expectations of staff and students.
- We employ Restorative Practice principles at our school when dealing with student engagement issues.

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 15MC.
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.
15MC expects support from all students, parents/guardian, and staff in implementing this Code of Conduct & 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 of participating schools should support 15 MC in implementing the Code of Conduct & Cooperation.

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. Students may be withdrawn from 15MC under certain circumstances.

All students attending Outdoor School are required to observe child safe principles & expectations. The School Statement of Values and School Philosophy and the Code of Cooperation are available on the website http://www.outdoorschool.vic.edu.au/policies/3699/

The website also has the following policies available:

- Child Safety & Wellbeing Policy.
- Child Safety Code of Conduct.
- Bullying Prevention Policy.
- Student Wellbeing and Engagement Policy.

http://www.outdoorschool.vic.edu.au/policies/3699/

Specific Rules at the School

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, genderist or racist.
- Fighting, bullying (physical, verbal, indirect or cyber) or any other forms of aggressive behaviour.
- Being in the lodges/room of other sexes.
- Being in another student's room without permission.
- Leaving 15 Mile Creek 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 – health precaution.

Personal ICT hardware such as phones

Mobile telephones, IPods and tablets are not to be brought to 15 Mile Creek.

To maximise student learning we expect students to disconnect from all mobile devices for their time at 15 Mile Creek. This allows students to engage with their peers, and the outdoor experience.

Any mobile devices that are brought to 15 Mile Creek, will be collected by staff upon arrival and stored in a secure place.

Personal Property

Please Note: - The Department of Education and Training which includes Outdoor School does not have accident insurance. Items of personal property that are lost, stolen or damaged at school will not be the responsibility of Outdoor School or the Department. Staff and students are reminded not to bring items of value to school

Parent Consent and Acceptance Form

Student's Full Name: _____

Parent/Guardian Consent – please circle response below as appropriate – (if left blank we will assume yes is the response):
The information about your child/dependant and family collected through this form will only be shared with school staff who need to know to enable our school to educate or support your child/dependant, 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 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/dependant using the internet and computer network at 15 Mile Creek Campus in accordance with the same internet student user's agreement that applies at their current school.	Yes	No
I also consent to my child/dependant being photographed and/or visual images of my child/dependant being taken whilst at 15 Mile Creek Campus 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/dependant's main language?	Yes	No
Is your child/dependant of Aboriginal or Torres Strait Islander origin?	Yes	No
Has your child/dependant 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 understand that I will be required to immediately collect my child/dependant from Outdoor School if they are unwell and unable to participate in the program while at Outdoor School.	Yes	No
I understand that if my child/dependant does not comply with the Outdoor School Code of Cooperation that I will be required to collect my child/dependant from Outdoor School.	Yes	No

I have read the **Parent/Guardian and Student Booklet** and the **Outdoor School Enrolment/Acceptance Policy** included in the booklet and I agree to my child/dependant's attendance at the Outdoor School - 15 Mile Creek Campus on **_____/_____/_____ (Starting Date)**

I have read the **Parent/Guardian and Student Booklet** and I agree to them taking part in any excursion or activities arranged for students in connection with the school program. I 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/dependant 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/dependant 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/dependant 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/dependant's mobile devices (phones, tablets, iPods etc.) remain at home whilst they attend this program.

Should my child/dependant violate the rules outlined in the **Outdoor School Student Code of Cooperation** to the extent that the teacher in charge in consultation with the Principal of Outdoor School 15 Mile Creek Campus considers that they 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**

Cancellation or Withdrawal

The Department of Education (DE) 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 DE 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 – 15 Mile Creek Campus

Medical Information Form

If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education is liable in negligence (liability is not automatic).
In the event that your child needs medical attention, school staff will contact you as soon as practically possible.

School: _____ Year Level or Visiting Staff: _____

Full Name: _____

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

Parent/Guardian or Next of Kin Full Name: _____

Address: _____

Parent/Guardian or Next of Kin Mobile Phone: _____ Other Phone: _____

Home Email Address: _____

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

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

☐ Anaphylaxis | If ticked, you **MUST** attach the appropriate completed Anaphylaxis Action Plan.
Please state 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** provide your child's personal Asthma Action Plan. A suitable blank form is enclosed.

☐ Other Health Care Needs | Please provide an Action Plan if your child/dependant needs medical or health related support at school (e.g. diabetes management).

☐ Support for Learning | Does your child/dependant have additional needs and require support?
If ticked you must complete the **Student Learning Needs Form.**

Year of Last Tetanus Immunisation (If known):	

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

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

Medication – Is your child/dependant presently taking tablets and or medicine? ☐ Yes ☐ No

If yes, please complete the Medication Authority Form.

Parent/Guardian Signature: _____ **Date:** _____

Outdoor School – 15 Mile Creek

Student Learning and Care Form

ONLY complete this form if your child has specific additional learning needs. Students with an Individual Learning Plan or an Education Action Plan should have this form completed as well as including their plan.

Student Name: _____

Please indicate any adjustments that may assist your child/dependant to participate at school:

Has your child/dependant had a disability assessment before? If yes – please specify outcome below. ☐ Yes ☐ No

Has your child/dependant received individualised disability funding before? If yes, please specify below. ☐ Yes ☐ No

Has any previous education provider prepared a documented plan to support your child/dependants additional learning needs? If yes, please provide details below. ☐ Yes ☐ No

Does your child/dependant have additional needs in one of the following areas? ☐ Yes ☐ No

Speech/Language: ☐ No ☐ Yes (please specify): _____

Physical: ☐ No ☐ Yes (please specify): _____

Cognitive/Learning: ☐ No ☐ Yes (please specify): _____

Social/Emotional: ☐ No ☐ Yes (please specify): _____

Is the student on: ☐ An Individual Learning Plan ☐ An Education Plan

Please list below other relevant information that would assist us to work with your child/dependant in a residential environment.

_____

_____

_____

_____

_____

_____

_____

_____ _____

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

ASTHMA ACTION PLAN

Take me when you visit your doctor

ASTHMA AUSTRALIA

Photo (optional)

Name:

Plan date: **Review date:**

Doctor details:

EMERGENCY CONTACT

Name:

Phone:

Relationship:

WELL CONTROLLED is all of these...

- ☑ needing reliever medicine no more than 2 days/week
- ☑ no asthma at night
- ☑ no asthma when I wake up
- ☑ can do all my activities

☐ **TAKE preventer**

morning ☐ **night** ☐ puffs/inhalations

- Use my preventer, even when well controlled
- Use my spacer with my puffer

☐ **TAKE reliever**

☐ puffs/inhalations as needed ☐ **puffs/inhalations 15 minutes before exercise**

- Always carry my reliever medicine

FLARE-UP Asthma symptoms getting worse such as **any** of these...

- needing reliever medicine more than usual OR more than 2 days/week
- woke up overnight with asthma
- had asthma when I woke up
- can't do all my activities

☐ **TAKE preventer**

morning ☐ **night** ☐ puffs/inhalations for ☐ days then back to **well controlled** dose

☐ **TAKE reliever** ☐ puffs/inhalations as needed

☐ **START other medicine**

☐ **MAKE appointment to see my doctor same day or as soon as possible**

SEVERE Asthma symptoms getting worse such as **any** of these...

- reliever medicine not lasting 3 hours
- woke up frequently overnight with asthma
- had asthma when I woke up
- difficulty breathing

☐ **TAKE preventer**

morning ☐ **night** ☐ puffs/inhalations for ☐ days then back to **well controlled** dose

☐ **TAKE reliever** ☐ puffs/inhalations as needed

☐ **START other medicine**

☐ **MAKE appointment to see my doctor TODAY**

- If unable to see my doctor, visit a hospital

OTHER INSTRUCTIONS

EMERGENCY is any of these...

- reliever medicine not working at all
- can't speak a full sentence
- extreme difficulty breathing
- feel asthma is out of control
- lips turning blue

1 000 **CALL AMBULANCE NOW**
Dial Triple Zero (000)

2 **START ASTHMA FIRST AID**
Turn page for Asthma First Aid

If you are using a dual purpose reliever, your doctor will discuss the correct plan for you.

v19 Updated 13 October 2023

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ACTION PLAN FOR Anaphylaxis

Name: _____ Date of birth: __ / __ / ____

Confirmed allergen(s): _____

Family/emergency contact(s):

1. _____ Mobile: _____

2. _____ Mobile: _____

Plan prepared by: _____ (doctor or nurse practitioner) who authorises medications to be given, as consented by the parent/guardian, according to this plan.

Signed: _____ Date: __ / __ / ____

Antihistamine: _____ Dose: _____

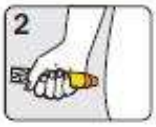
This plan does not expire but review is recommended by: __ / __ / ____

How to give adrenaline (epinephrine) injectors

EpiPen®



Form fist around EpiPen® and PULL OFF **BLUE** SAFETY RELEASE



Hold leg still and 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 3 seconds REMOVE EpiPen®

EpiPen® is prescribed as follows:
EpiPen® Jr (150 mcg) for children 7.5-20kg
EpiPen® (300 mcg) for children over 20kg and adults

Anapen®



PULL OFF **BLACK** NEEDLE SHIELD



PULL OFF GREY SAFETY CAP from red button



PLACE NEEDLE END FIRMLY against outer mid-thigh at 90°angle (with or without clothing)



PRESS RED BUTTON so it clicks and hold for 3 seconds. REMOVE Anapen®

Anapen® is prescribed as follows:
Anapen® 150 Junior for children 7.5-20kg
Anapen® 300 for children over 20kg and adults
Anapen® 500 for children and adults over 50kg

MILD TO MODERATE ALLERGIC REACTIONS

SIGNS:
- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting - these are signs of anaphylaxis for insect allergy

Mild to moderate allergic reactions may not always occur before anaphylaxis

ACTIONS:
- Stay with person, call for help
- Locate adrenaline injector
- Give antihistamine - see above
- Phone family/emergency contact
- Insect allergy - flick out sting if visible
- Tick allergy - seek medical help or freeze tick and let it drop off

SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)

Watch for ANY ONE of the following signs:
- Difficult or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Wheeze or persistent cough
- Difficulty talking or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTIONS FOR ANAPHYLAXIS

1 LAY PERSON FLAT - do NOT allow them to stand or walk
- If unconscious or pregnant, place in recovery position - on left side if pregnant
- If breathing is difficult allow them to sit with legs outstretched
- Hold young children flat, not upright



2 GIVE ADRENALINE INJECTOR

3 Phone ambulance - 000 (AU) or 111 (NZ)

4 Phone family/emergency contact

5 Further adrenaline may be given if no response after 5 minutes

6 Transfer person to hospital for at least 4 hours of observation

IF IN DOUBT GIVE ADRENALINE INJECTOR

Commence CPR at any time if person is unresponsive and not breathing normally

ALWAYS GIVE ADRENALINE INJECTOR FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication (who may have been exposed to the allergen) has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms.

If adrenaline is accidentally injected, phone your local poisons information centre. Continue to follow this action plan for the person with the allergic reaction.

© ASCIA 2023 This plan is a medical document that can only be completed and signed by the patient's doctor or nurse practitioner and cannot be altered without their permission.

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ACTION PLAN FOR Allergic Reactions

Name: _____ Date of birth: __ / __ / ____

Confirmed allergen(s): _____

Family/emergency contact(s):

1. _____ Mobile: _____

2. _____ Mobile: _____

Plan prepared by: _____ (doctor or nurse practitioner) who authorises medications to be given, as consented by the patient or parent/guardian, according to this plan.

Signed: _____ Date: __ / __ / ____

Antihistamine: _____ Dose: _____

This plan does not expire but review is recommended by: __ / __ / ____

This ASCIA Action Plan for Allergic Reactions is for people who have allergies but do not have a prescribed adrenaline (epinephrine) injector.

MILD TO MODERATE ALLERGIC REACTIONS

SIGNS:

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting - these are signs of anaphylaxis for insect allergy

Mild to moderate allergic reactions may not always occur before anaphylaxis

ACTIONS:

- Stay with person, call for help
- Give antihistamine - see above
- Phone family/emergency contact
- Insect allergy - flick out sting if visible
- Tick allergy - seek medical help or freeze tick and let it drop off

SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)

Watch for ANY ONE of the following signs:

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

ACTIONS FOR ANAPHYLAXIS

1 LAY PERSON FLAT - do NOT allow them to stand or walk

- If unconscious or pregnant, place in recovery position - on left side if pregnant
- If breathing is difficult allow them to sit with legs outstretched
- Hold young children flat, not upright



2 GIVE ADRENALINE INJECTOR IF AVAILABLE

3 Phone ambulance - 000 (AU) or 111 (NZ)

4 Phone family/emergency contact

5 Transfer person to hospital for at least 4 hours of observation

IF IN DOUBT GIVE ADRENALINE INJECTOR

Commence CPR at any time if person is unresponsive and not breathing normally

Adrenaline injector doses are:

- 150 mcg for children 7.5-20kg
- 300 mcg for children over 20kg and adults
- 300 mcg or 500 mcg for children and adults over 50kg

Instructions are on device labels.

ALWAYS GIVE ADRENALINE INJECTOR FIRST and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication (who may have been exposed to the allergen) has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms.

If adrenaline is accidentally injected, phone your local poisons information centre. Continue to follow this action plan for the person with the allergic reaction.

© ASCIA 2023 This plan is a medical document that can only be completed and signed by the patient's doctor or nurse practitioner and cannot be altered without their permission.

Outdoor School – 15 Mile Creek

Medication Authority Form

For students requiring medication to be administered at school. This form is not required if a student does not have any medications.

This form should, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- **For students with asthma**, Asthma Action Plan
- **For students with anaphylaxis**, an ASCIA Action Plan for Anaphylaxis

Please only complete the sections below that are relevant to the student's health needs. If additional advice is required, please attach it to this form.

Student Details:

Name of school: _____

Name of student: _____ Date of Birth: _____

MedicAlert Number (if relevant): Review date for this form:

Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it taken? (eg oral/topical)	Dates to be administered	Supervision required
				Start: / / End: / / **OR** ☐ Ongoing medication	☐ No – student self-managing ☐ Yes ☐ remind ☐ observe ☐ assist ☐ administer
				Start: / / End: / / **OR** ☐ Ongoing medication	☐ No – student self-managing ☐ Yes ☐ remind ☐ observe ☐ assist ☐ administer

Medication delivered to the school:

Please indicate if there are any specific storage instructions for any medication:

Please ensure that medication delivered to the school:

☐ Is in its original package.

☐ The pharmacy label matches the information included in this form.

Supervision required:

Students in early years will generally need supervision of their medication and health care management. In line with their age, stage of development and capabilities, older students can take responsibility for their health care. Self-management should be agreed to by the student, their parents, the school and the student's medical practitioner. Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Monitoring effects of medication:

Please note: School staff ***do not*** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement:

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer: _____

Signature: _____ Date: _____

Name of medical/health practitioner: _____

Professional Role:

Signature: _____ Date: _____

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 15 Mile Creek.

Clothing

- 2 or three pairs of long pants (tracksuit/jeans)
- 1 or 2 windcheaters
- 1 or 2 pairs of shorts
- 1 pair of bathers
- Handkerchiefs
- Sunhat –broad brimmed bucket – no caps
- 1 Pair Mittens or Gloves
- Beanie
- 2 Pairs of runners – (normal wear pair and old pair for aquatics)
- 2 or 3 long sleeve shirts or thermal tops
- 1 or 2 warm jumpers (polar fleece or woollen preferred)
- 3 or 4 T-shirts
- 4 sets (top and bottom) Underwear
- 4 Pairs Socks – (thick)
- 2 pair Pyjamas/sleepwear
- 1 warm parka or jacket

Toiletries

- Soap
- Toothbrush & toothpaste
- Hairbrush
- Roll-on deodorant (please do not bring spray deodorant), face washer.
- 2 Towels

Linen

- Sleeping Bag for sleeping indoors at 15 Mile Creek, (where applicable an Alpine Sleeping Bag will be provided by 15 Mile Creek for overnight hikes)
- 1 pillow

Other items

- Sunglasses & sunscreen
- Lip Balm
- Drink bottle
- Torch (small with new battery)
- Personal medical requirements
- Optional items - Book for personal reading, camera (not a mobile telephone or iPod), cards, games, thongs & insect repellent

15 Mile Creek Supplied Gear

- Fitted bed sheet
- Waterproof jackets
- Waterproof over pants
- Lunchbox & 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 on their program.
- All personal items and luggage should be clearly marked with the owner's name. Department of Education and Training does not hold insurance for personal property bought 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.
- No money is required at 15 Mile Creek, there is no facilities at 15 Mile Creel to spend money.
- Outdoor School – 15 Mile Creek is a Sun-smart School. Students are required to wear a hat from September to April (UV levels 3 or above). Students will also be encourages to wear 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 emergency fire alarm, please bring roll-on deodorant instead.
- No personal ICT devices are permitted at 15 Mile Creek

Personal Clothing and Equipment – Cont.

If your school has incorporated an overnight bushwalk into your program, then the items on the Personal Student List below need to be brought to 15MC.

Bushwalking & Camping Clothing & Equipment List		
Personal Student List *Supplied by Students*	**Individual Student List** *Supplied by Outdoor School*	**Group List for pairs** *Supplied by Outdoor School*
○ Thermal Underwear - long johns - top ○ Warm Jumper x 2 - Polartec or Woollen ○ Long Sleeved Shirt - not cotton ○ long pants ○ Tracksuit Pants – 1 pair - To sleep in - Synthetic material OK ○ Gloves ○ Socks x 3 pair - Woollen/Synthetic mix ○ Underwear ○ Beanie ○ Peaked Cap/Sunhat-brimmed ○ Sunglasses ○ Sunscreen & Lip Balm ○ Plastic bags x 4 (30cm x 30cm) ○ Water bottle ○ Small Torch - spare batteries ○ Personal Medication ○ Camera	○ Rucksack ○ Rucksack Liner ○ Sleeping Bag ○ Sleeping Bag Liner ○ Mat (for sleeping) ○ Waterproof Jacket ○ Waterproof Overplants ○ Mug ○ Plate ○ Bowl ○ Knife, Fork, Spoon	○ Tent & Fly ○ Pegs ○ Stove ○ Fuel Bottle ○ Waterproof Matches ○ Water Bag ○ Toilet Paper ○ Food Bags ○ Food supplies

General Information

Outdoor School is owned, staffed, and funded by the Department of Education and Training (DET) and provides programs for Years P– 12 students from Government Schools throughout Victoria.

Centre Location
Outdoor School, 15 Mile Creek (15MC) is located on the country of several Aboriginal language groups 220kms northeast of Melbourne and is nestled in a scenic rural valley in the foothills of the Great Dividing Range. Closest major centres are Wangaratta 42km & Benalla 32km. The 15MC property consists of 110 hectares of unspoilt bush adjoining state forest.

Program
Programs provided at 15 Mile Creek vary from school to school depending on the school's needs. The programs come under the following broad categories. Challenge and Grow, Leadership, Exploring Our Environment, Knowing the Environment, Special School Programs and the Future Makers Program. All programs make extensive use of Outdoor Adventure activities as outlined below.

Programs include
Site based adventure activity programs, including activities such as:

- Archery
- Aquatics
- Bike Riding
- Bushwalking
- Rock-Climbing
- Initiatives
- Orienteering
- Flying Fox
- Bush Cooking and Bush Hut building as well as other outdoor educational pursuits.

Offsite extended trips camping in tents, as well as offsite extension activities such as canoeing and river activities on the King, Murray and Goulburn Rivers and Lake William Hovell.

Physical fitness for the program
The activities undertaken can be strenuous and it is strongly advised that students and visiting teachers have a reasonable level of fitness in preparation for their time at 15 Mile Creek.

Accommodation and Facilities
Accommodation - Students will be accommodated in a shared bedroom whilst on program at 15 Mile Creek campus. Students and visiting teachers (VT's) are accommodated across four buildings as required, this includes two dormitories that are divided into smaller rooms of eight to twelve students, each dormitory can accommodate up to twenty students & a minimum of one visiting teacher in total. The other two separate accommodation buildings can accommodate from ten or fourteen students and a minimum of one visiting teacher in each. Accommodation buildings are furnished with bunk beds, mattress, and cover sheet. Students and VTs are required to bring their own sleeping bag and pillow. All abilities facilities (i.e. wheelchair ramps) are provided to some accommodation buildings. All accommodation buildings have heating and cooling.
Facilities -
15 Mile Creek has the following facilities available for use by students and staff while on program:-

- An amenities block consisting of two separate bathrooms, one bathroom has four cubical showers and four cubicle toilets and the other has four cubical showers, three cubical toilets and a urinal. There is a bathroom/toilet facilities in each of the separate accommodation buildings and a standalone all abilities amenities block containing 2 bathrooms/toilets.
- Two onsite laundries containing a commercial washing machines and clothes dryers, there is also a drying room onsite.
- Registered kitchen, dining room and indoor and outdoor recreation areas
- First Aid room containing essential first aid supplies and equipment. The first aid room has a single bed with linen provided. The first aid room is located in the main office building. When in use the first aid room is monitored by first aid qualified Outdoor School staff or visiting school staff.

Catering
Outdoor School employs a catering manager and a catering assistant who provide all meals and aim to specifically cater for the dietary needs, tastes and appetites of students. All dietary requirements can be catered for – please ensure you accurately complete the dietary information section on your child's medical form. During the program 15MC will provide all food and dietary requirements, students and visiting teachers should not bring any food to 15MC. 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
Visiting schools need to arrange for return coach transport between the school and 15 Mile Creek. Local transport during the program may be either self-drive using Outdoor School vehicles, or by coach.

Outdoor School, 15 Mile Creek Staff
15MC is staffed and operated by the Department of Education and Training (DET). Currently the staffing profile consists of a Principal, Program Coordinator, nine Teachers, and Business Manager. 15MC also has a Facilities Maintenance Manager, Catering Manager and assistant, Grounds Person and a Cleaner.

Fees:
Please liaise with your home school contact teacher for details of the cost per student. If required please contact Outdoor School 15 Mile Creek on 03 5766 6247 or via email outdoor.sch.fmcc@education.vic.gov.au.

Reports
At the conclusion of the program 15 Mile Creek teachers will write reports for each student. Some programs may receive certificates.

Telephone
Inward phone calls are received between 8.30am and 4.30pm on the office line (03) 5766 6247Outdoor School has an answering machine in operation at times when the office is unattended. Outgoing calls can be made by visiting staff if necessary. Telstra mobile telephones generally have reception at the campus, other mobile telephone reception is limited in the area; all 15MC staff have mobile telephones and UHF radios for use during programs and satellite phones.

Student telephone use:

- Students are discouraged from calling home during the program.
- *Students are to leave their personal mobile devices at home, they are not required at Outdoor School* – Outdoor Schools Personal Mobile ICT Devices policy for students can be found on the website of by following this link http://www.outdoorschool.vic.edu.au/wp-content/uploads/2018/03/Personal-Mobile-ICT-Devices-Students.pdf
- If mobile phones are brought to Outdoor School, they will be collected and stored in a secure location until the end of program.

Emergency Telephone Numbers

15MC (Office)	03 5766 6247	Principal – Roger Blackwell	0417 202 578
		15MC Principal – Rhys Evans	0428 789 338

Sick Students
15MC has a well-equipped sick bay for dealing with day to day first aid needs. Should a student(s) be unable to take part in the program, then a staff member or their visiting teacher may be required to supervise them at the Campus.

Timetable
Outdoor School is highly organised, with students under instruction most of the day, leaving little free time. 15MC operates as an educational institution (not a holiday camp) and has a curriculum designed to complement that experienced at school.

Curriculum/Program

A description of 15MC's Activities including photographs can be viewed on Outdoor School's home page. Likewise details about the types of programs conducted can be viewed on the 15 Mile Creek 'Curriculum & Learning Programs' page of the website (www.outdoorschool.vic.edu.au).

Personal Clothing & Equipment

Dress during the time at 15MC should be informal and practical. However, be prepared for great variation in temperature, even in summer. The list will give you some idea of the clothing and other essentials that you should bring.

Schools who attend late term 2, throughout term 3 or early term 4 (possible winter conditions) should make sure that extra warm clothing is brought to 15MC.

Students will be provided with a waterproof jacket and over pants, day pack and a lunch box for their personal use while at 15MC. On programs where hiking is included, all hiking gear, including sleeping bags will be provided by 15MC.

Students Code of Conduct

Students participating in programs are expected to act in a manner conducive to the wellbeing of property, other people and the natural environment. As such they should acquaint themselves with the student code of conduct.

Student Engagement, Mandatory Reporting & Child Safe Policies

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

Consent Form

This form must be read carefully by both parent/guardian and student and signed by both then returned to the school before a student can attend the program.

Medical Information

It is in the best interest of parents or guardians to include as much information as possible regarding a student's current medical status especially any information requiring specific attention or treatment (e.g. allergies, medications being taken, dietary needs etc.).

- Asthmatic students should ensure that all medications needed for their condition are brought to 15MC. Asthmatic students should bring an *Asthma Management Plan* with them from their doctor. Severe asthmatics or students who have been previously hospitalised from asthma should see their doctor before coming for their advice as the weather at 15MC can be damp, and cold at any time. Asthmatics need to complete the Outdoor School Asthma Management Form.

- Students with Allergy or Anaphylaxis should ensure that all medications needed for their condition is brought to 15MC. Allergy or Anaphylaxis students must bring an Action Plan for Allergy or an Action Plan for Anaphylaxis with them from their doctor. This also applies to the
    - Anaphylaxis and Allergy Management forms.

- Other Health Care Needs - Please provide an Action Plan if your child/dependant needs medical or health related support at school (e.g. diabetes management).

Sample Timetable — 15MC Grade 3&4

A general guide for a typical day at 15 Mile Creek with approximate times.

7:00am	Lights on
7:45am	Breakfast
8:20am	Dormitory/room clean up
8:50am	Morning assembly
9:00 – 12:15pm	Morning activity sessions
12:30pm	Lunch
1:30pm	Afternoon assembly
1:45pm – 4:30pm	Afternoon activity sessions
4:30pm – 5:30pm	Showers/Dinner preparation
6:00pm	Dinner
7:00pm	Evening assembly
7:15 – 8:30pm	Evening activity session

The visiting teachers (VTs) are responsible for the supervision of students between lights out (10:00 pm) and 7:30 am the next morning.
Times vary depending on age groups and programs.

Curriculum/Program – Adventure Activities

Below is a brief description of some activities that may be in your program. 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.

ABSEILING AND ROCK CLIMBING

Suitable for middle primary aged students through to adults, these activities are conducted under qualified instruction by 15MC teachers. We have a purpose built 10 metre tower on site for these activities.
Abseiling and Rock Climbing Extension - students may be involved in belaying other students under active supervision and after training and assessment by teachers. Some students are taken to a site in the King Valley 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.

ARCHERY

The archery area is located within the 15MC fenced in grounds. Targets are set up permanently and we have up to two students at one time shooting. Grade 2 and older can complete this activity.

BIKE RIDING

Bike Riding is conducted on riding tracks that are within the 15 Mile Creek property. Tracks have varied degrees of difficulty.
Bike Riding Extension - On occasion some bike riding programs for older students are run at offsite locations.

Teachers conduct bike riding lessons for all age groups (BMX bikes for primary students, mountain bikes for secondary students)

BUSH WALKING

There are a variety of walks available at 15MC to cater for all abilities. Bushwalks range from short walks within the 15MC site to extended walks beyond the 15MC site boundaries, including overnight trips. We have a network of easy to navigate four-wheel drive and walking tracks within the 15MC property as well as wilderness walks requiring map reading skills. Offsite bushwalks involve students hiking in groups of 12, accompanied by one 15 Mile creek teacher and one Visiting Teacher. Walks can visit a number of sites and environmentally sensitive sites en-route. Students often cook for themselves using lightweight stoves or as a group using camp ovens 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.

BUSH SHELTERS (CUBBY BUILDING)

This activity is taken in the bush area within the main 15MC site. Students can use fallen Stringybark trees and the bark from them to construct shelters. There are usually completed cubbies in the area, and groups are encouraged to break up these old cubbies and use the timber to make their own. It is fun to see if the constructions are waterproof by “raining” on them, using a watering can.

CANOEING/RAFTING/SLEDDING

Canoeing is held on our purpose-built dam, a 5-minute walk from the main 15MC site. Extended water based programs are also conducted offsite at venues including but not limited to Lake William Hovell, the King and Murray Rivers.

EXTREME WEATHER ACTIVITIES

In the event of extreme weather, we have a number of activities available. These include: games in the recreation shed (basketball, table-tennis, bocce, initiative games), board games in the mud brick room, bush art, and group games. In hot conditions, an afternoon may be well spent undertaking activities in the cool waters of the 15 Mile Creek.

FLYING FOX

Our flying fox consists of two 60-meter zip lines.

INITIATIVES/TEAM GAMES
The team games area is suitable for middle primary aged students, through to adults. A number of tasks have to be solved by each group, working cooperatively together. This is a great activity for getting people to work together, accepting each other's strengths and weaknesses.

ORIENTEERING
We have a number of Orienteering Courses set up around the 15MC site, varying from easy 15 minute courses, to harder hour-long courses.

PIONEERING/RAFT MAKING
This activity is recommended for Grade 3 children and older, as the participants need to be competent swimmers. It is undertaken at the dam. Raft making involves a group working together as a team to create a raft suitable for up to 4 people to ride on at any one time.

TENTS (BUSH CAMPING EXPERIENCE)
We have an overnight bush camping area close to the main 15MC site suitable for young students to experience camping in tents in a bush setting. This area is a 5minute walk from the main 15MC site, and has an open hut, camp fire area and a pit toilet nearby. Vehicle access to the camping area is easily available. Extended onsite and offsite overnight trips can be organised – usually for older students.

EVENING SESSIONS
A 15 Mile Creek teacher will run the evening session and activities will be planned. Activities could include reflections of the students learning and other activities that link with the curriculum and the learning within the program.

Additional Information for Visiting Teachers

Pre-Program Preparation Requirements

The return of student's forms is vital, students will NOT be able to attend without the appropriate forms being completed and signed by their parent/guardian. In addition to consent and medical information these forms also contain an area for students and visiting teachers to advise of any dietary requirements. If this information is not received 2 weeks prior to the program, we cannot guarantee we can cater for any individual dietary requirements.

Forms to be returned ***2 weeks prior*** to commencement of program:

- **Consent Form**
  This form must be read carefully by both parent/guardian and student and signed by both then returned to the school before a student can attend the program.

- **Medical Information**
  It is in the best interest of parents/guardians to include as much information as possible regarding a student's current medical status especially any information requiring specific attention or treatment (e.g. allergies, medications being taken etc.).
  - Asthmatic students should ensure that all medications needed for their condition are brought to 15MC. Asthmatic students must bring an *Asthma Management Plan* with them from their doctor. Severe asthmatics or students who have been previously hospitalised from asthma should see their doctor before attending 15MC. Asthmatics need to complete the Outdoor School Asthma Management Form
  - Students with Allergy or Anaphylaxis should ensure that all medications needed for their condition are brought to 15MC. Allergy or Anaphylaxis students must bring an *Action Plan for Allergy* or an *Action Plan for* Anaphylaxis with them from their doctor.

Student Code of Conduct
Students participating in programs are expected to act in a manner conducive to the wellbeing of property, other people and the natural environment. As such they are required to acquaint themselves with the student code of conduct. Outdoor School has a student engagement, mandatory reporting and child safe policies. These are available on the schools website at http://www.outdoorschool.vic.edu.au/policies/3699/

All students attending Outdoor School are required to observe child safe principles & expectations. The School Statement of Values and School Philosophy and the Code of Cooperation are available on the website http://www.outdoorschool.vic.edu.au/policies/3699/

The website also has the following policies available:

- Child Safety & Wellbeing Policy.
- Child Safety Code of Conduct.
- Bullying Prevention Policy.
- Student Wellbeing and Engagement Policy.

http://www.outdoorschool.vic.edu.au/policies/3699/

Programs may include:
Outdoor School has a wide variety of outdoor learning experiences and activities to support its programs all year round. For further information on activities please refer to the '*Curriculum/Program – Adventure Activities'* section in this handbook or contact the school. All risk management plans are available on request.

Once a program is established, Outdoor School will prepare a detailed timetable based on the selected curriculum.

Visiting Teachers (VTs) duties during the Program
In general, the teaching staff at 15MC are responsible for all programmed teaching. VTs are responsible for the supervision of students while in their dormitories & during their free time.
VTs are needed to assist the Outdoor School staff with student supervision on programmed activities, but are not required to instruct, so prior experience is not essential, however some activities require strenuous physical activity thus a reasonable level of fitness is expected from visiting teachers.
The visiting teachers also have a supervisory role during the program.

Visiting teachers may be requested to supervise students who are excluded from activities for behaviour reasons. The Outdoor 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. Students may be withdrawn from 15MC under certain circumstances.

Responsibilities include:

- After breakfast, to supervise lunch making, cleaning of the dormitory block and check that all beds are made, rooms are tidied and aired.
- After the evening session, to supervise the students until 'lights out' at 10pm when the Outdoor school staff cease duty.
- At night, from lights out at 10pm until 7:30am, to supervise students in the dormitory rooms, ensuring everyone gets sufficient sleep.

Note: A full briefing is provided for visiting teachers on arrival.

Each VT is responsible for:

- Supervision of student's en-route.
- Ensuring that all students are either collected or sent home on arrival back at school or drop off point.

Visiting teachers are asked to attend a debrief at the conclusion of program and to complete a satisfaction survey; this covers organisation, transport, curriculum and student outcomes. This offers an avenue for feedback and the report is used by Outdoor School staff as a means of review.

Student Wellbeing and Engagement

All 15MC staff are fully trained in the principals of Restorative Practice and use this framework to help build relationships as well as repair relationships when harm occurs. Outdoor School has four distinct school values that help promote positive and respectful interactions between all members of the school community. These are: Respect, Integrity, Educational Excellence, and Community.

Fees
The fees charged cover all the costs of your student's stay at Outdoor School, including all internal transport. It is the home school's responsibility to organise and make any required payments for all transport to the 15 Mile Creek campus and return transport to the home school at completion of program. Outdoor School will send the school an invoice for the outstanding balance upon completion of the program. The balance outstanding should be paid within 14 days of receipt.

It is strongly advised that schools collect all fees from students prior to the program. The school is responsible for payment in full within 14 days, whether all fees have been collected from students or not. The visiting teachers should enter all consent, medical, asthma management and anaphylaxis management forms on to the cumulus system, scan and email a copy of all student and VT forms to 15 Mile Creek (2 weeks before commencement of program) and bring with them the consent, medical, asthma management and anaphylaxis management forms for students and visiting teachers/aides/parents signed by parents/guardians, students or staff as appropriate

Parents are advised to please liaise with your home school contact teacher for details of the cost per student. If required please contact Outdoor School 15 Mile Creek on 03 5766 6247 or via email outdoor.sch.fmcc@education.vic.gov.au.

Student Group Lists
It is the responsibility of the visiting teachers to draw up group lists. These must be by preference entered into the Cumulus system which can be accessed via the following URL https://education.shortcm.li/Grr5Qb or sent to Outdoor School at least two weeks prior to arrival.
In selecting your groups please consider the following:

- If the visiting teacher wished to be in a particular activity group of 12 students, please indicate this in the comment section.
- If you are aware of students who should not be in the same group, please indicate this in the comment section.
- We mix genders together in activity groups of 12, and if more than one school is on site, we can mix students from both schools in consultation with the schools involved.
- We work in groups of 12 students (i.e. usually 3 groups of 12 students).
- The students and visiting teachers that you allocate into a group stay in that activity group for the duration of the program and work together on all activities.

Timetable —
Students typically rise at 7am and 'lights out' at 10pm. During the day there are normally three activity sessions, though this may vary depending on the specific program. The morning and afternoon sessions are usually three hours in duration and the evening sessions vary from one to two hours. Programs times may also vary for specific age groups (i.e. Lights out time for younger students may be earlier).

Teacher Reminder & Checklist

- Pay the required pre-program deposits.

- Complete planning for travel to 15MC and for return to your school.

- The teacher will have the ability to enter student and staff information into the Outdoor School database (Cumulus) using the internet and the password issued to your school. You can enter names, sort students into groups, and enter consent and medical information and allocate students to accommodation. If entering information via the website, please be aware that medical information forms still need to be scanned and emailed at least two weeks prior to the start of your program.

- Collect Parent Consent Forms, Medical Forms, Asthma Management Form, Allergy forms and

Anaphylaxis Management Form. **These need to be entered into the cumulus system (https://education.shortcm.li/Grr5Qb) and sent to Outdoor School 2 weeks prior and then brought with you on the bus.**

- Fill out your and collect other attending VT Medical Information Forms. These also need to be entered onto the cumulus system and sent to Outdoor School 2 weeks prior to program.

- Arranged with parents for drop off and pick-up on return.

- Send the completed group list, consent forms and medical forms at least 2 weeks prior to your program. (note special dietary requirements)
  Note: If the school is sending an integration student, or a student who is currently under supervision of the Student Welfare Coordinator, or a student who is currently under discipline procedures, then Outdoor School would like the opportunity to discuss these students in order to make appropriate arrangements for their inclusion in the program.

- Leave a list of student's names with your school's 24-hour contact person i.e. Principal or other 24 hours' contact. Remember to bring the contact's name and telephone number with you.

Promotion of Outdoor School at School
If Schools are having difficulty filling all their places for their booking at 15MC, this can result in less than a full complement of students or even a cancellation. Either of these outcomes are obviously unsatisfactory for everyone:

- for you - all your hard work in planning etc. can be for nothing and if you cancel, some or all of your deposit may be lost;
- and for us - our staff and facilities are under-utilised.

So ....here are some tips that work from schools who always tend to have full bookings. We offer them to you with the suggestion that you may like to use some or all in your pre-program planning.

Publicity
15MC is prepared to send, on request, a speaker to your school to address teachers, students and/or parents. Please contact the Principal to arrange this.

Start early.
Let parents/guardians/students know the school has a booking as soon as possible. Give some basic information in newsletters, on noticeboards, at form level or home group assemblies. All schools know well before the end of the school year if they have a booking for the following year. This information can be included in school or year level handbooks for the coming year.

Use a variety of approaches to promotion.
Use the Outdoor School website and show the Outdoor School video. Check out our web site www.outdoorschool.vic.edu.au. Hold a parent/guardian/student information evening - we may be able to provide a speaker with slides and a display for this (give us plenty of warning please). If you have been here before, get students/staff who attended to speak at your information sessions. Nearby schools may also be able to help in this way if they've been here recently.

Plan well ahead for payment.
Although the cost of the program is very reasonable, difficulty in payment is the most common cause of dropping numbers. Give parents and students as much lead time as you can. Make it easy for them by offering payments by instalment - a lot of schools do this with great success. Insist on deposits as early as you can. Consider getting part or full sponsorships from your parents' club or local community organisations - this is also a widely used way of giving some students a chance to attend that they would otherwise miss. Consider making these non-refundable unless there is good reason. This encourages a commitment from students who may otherwise change their mind.

We hope you will find these tips useful. The key is to start publicity about the booking as early as possible. Please ring us if you are having difficulties - again the earlier the better. We will do all we can to help you.

Good luck - we are really looking forward to seeing your school here!