Teacher Booklet
Future Makers Program

1 Black Possum Road, Bogong, 3699
ABN: 27 819 095 091

This booklet has been created for the staff organising and/or attending a program at Bogong Campus. The Medical, Consent and Support forms will be completed by parents/guardians online via a link we send to you. Additionally, the parent/student booklet may be accessed by families in that online process or handed out by yourself. They can be found under BOGONG CAMPUS – BOOKLETS & FORMS at www.outdoorschool.vic.edu.au
The Teacher(s) organising this program and those attending the program should read this booklet 8 weeks in advance of the program commencing. All relevant documents for families should be read, and online forms completed no later than 3 weeks prior to students commencing the program. This timing is important so we can order food and cater for any dietary requirements or organise any other support needs for all students attending.

About Bogong

Outdoor School - Bogong Campus, is a school staffed and funded by the Department of Education. Bogong Campus provides programs for Years 7-12 students from Government Schools throughout Victoria and is situated in Bogong Village, North-East Victoria. This is located 15 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.

About the Future Makers Program

The Future Maker program is delivered with a strong curriculum connection to your school. The learning will be embedded in your school's year nine program and delivered in partnership between Outdoor School Bogong and your school. The purpose of the program is to develop future ready young people. As per Outdoor School's vision to be "educating for sustainable living" students will be challenged to become initiators, leaders and managers of change in a world where they have the ability to influence their own futures.

The program delivers the learning capabilities through hands on experiential learning.
Initially the Future Maker learning capabilities will be delivered within the year nine curriculum, during timetabled classes. The program then involves a two week residential/journey component where students attend Bogong and undertake a five-day expedition in the Alpine National Park.
Teachers from both the home school and Outdoor School Bogong will deliver elements of the program with a collegiate team teaching approach.

Respectful Relationships

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.

COVID 19 Information and Policy

A copy of the school's COVID 19 policy and subsequent protocols is available on our website at http://www.outdoorschool.vic.edu.au/

Key to this policy is that:

- Students or staff that are not well, or display Covid like signs/symptoms should not attend Bogong.
- Students or staff that have tested positive to Covid within the 5 days before the program commencing must not attend Bogong.
- Students or staff that begin to display Covid like signs or symptoms whilst on program will be sent home.
- In the case of any of the above for a student, the parents/guardians will be contacted to collect their child as soon as possible on that day and take them home. **As a parent/guardian please make arrangements to ensure you can collect your child at short notice if needed.**
- For a visiting staff member, they may have the capacity to drive themselves home or alternatively be collected by a next of kin.

Important Teacher & 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 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, 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 the Outdoor School, being a State Government School of Victoria, does not have any insurance to this effect.

Inclusion at Bogong

Outdoor School is committed to celebrating diversity and has a core belief that all students have a right to be a part of our learning programs. For this to happen we understand that individual students may sometimes need adjustments be made to the learning tasks and the program, something we are committed to doing. Furthermore, there will be times when additional supports will need to be put in place to ensure successful access to the learning and we will work with students, home schools and their families to do this. Please talk to a Bogong staff member about inclusion of any students who may need this.

Tasks to be Completed by the Organising Staff Member

Parent/Student Booklet

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

Outdoor School Consent, Medical and Support Form

- We will send you a link to email out to parents/guardians.
- They will complete all these details in one form online on a phone or computer.
- It must be read and agreed to by parents/guardians and students, in conjunction with reading the Code of Cooperation outlined in this booklet.
- We ask that all visiting staff also complete the online form. There is a space within the form to indicate you are a staff member.
- The information will come directly to Bogong, but you will be able to see who has completed the process and the details necessary by logging in to the Cumulus portal.
- We ask you to send this link out at least 5 weeks prior to the program commencing and that it be completed by families no later than 3 weeks prior to the program.
- Please note that the earlier we receive this the better. It allows us to know if your students have any dietary requirements or follow up questions.

Please do not leave this to the last few weeks.

Transport

Organise transport to and from Bogong. 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.

Personal Clothing and Equipment (enclosed)

- Students and their parents/guardians will need to read through the list ahead of time to ensure packing of all clothing and essentials for the program. The Bogong Program Leader may include this in a session prior to the students attending.
- Please be reminded that the Department of Education 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.

No Bringing Any Food or Drinks

Please take time to emphasise that students are not to bring any food or drinks to Bogong. We have many problems with this when students bring these things:

- Students not eating the excellent food that is provided instead eating and drinking a lot of sugary, snacky foods which does not sustain their energy levels well.
- Students are hyped up and behaviour deteriorates.
- Rubbish and food crumbs/scraps rubbed into the carpet.
- Mice are enticed into the dorms.

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Allocate 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**.

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 do have a couple of rooms for three students if there are odd numbers.

We work in groups of up to 12 students. Depending on the number of students attending we may have up to 4 groups. The Program Coordinator will discuss this with you during the organisation phase.

Students allocated into specific groups (eg. Group 1, Group 2) stay in that learning group for the duration of the program and work together throughout all activities.

We typically mix genders together in learning groups although this is dependent on the numbers and the needs of the student group.

Visiting Staff for the Program

You will need to carefully plan ahead of time the staffing from your school. There are 3 components to the program over the 2-week period.

	Residential A	Bush Trip	Residential B
12 Day Program	Mon to Fri 9:00am	Thurs 1:30pm – Tues 4:30pm	Tues 4:30pm – Fri
10 Day Program	Tues – Thurs 9am	Weds 1:30pm – Mon 4:30pm	Mon 4:30pm – Thurs

The Bogong Program Coordinator will communicate with you about the needs here. To begin with, for the residential components you will need to have gender representation in your staff for the students attending because they will be responsible for overnight supervision in this time. You will also need to have a ratio of 1:15 students for that time. At a minimum, the journey component will require 1 staff member per group for every group beyond two. Eg. If 2 groups of students then 0 staff for the journey, if 3 groups then 1 staff member, for 4 groups 2 staff.

Student and Staff Hats

For an extra fee of $10 per student, your school may purchase Bogong sunhats for **all** the students and staff attending. Please advise us via the Cumulus portal if you wish to do so. It will then appear on the final invoice as an additional charge. You will therefore need to build it into the costs you charge the students.

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

Student Code of Cooperation

Guiding Principles

- To ensure that the rights of all individuals are protected whilst at Bogong, and while travelling 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 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 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, vapes, 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/tent of the other 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.
- Students are to wear modest sunsmart clothing that covers all sensitive areas including neck, chest shoulders etc

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

Any breach of the Code of Cooperation will initiate a restorative approach. The staff will decide the appropriate level of action.

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)
- 3 warm jumpers (polar fleece or woollen preferred)
- 3 pairs of shorts
- Tracksuit pants/leggings (2 pairs)
- 5 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 campus).
- Old runners (not slip-ons or thongs) or wet shoes for water activities.
- Underwear and socks – enough for 12 days (can do some washing). Hiking socks should be long and warm.
- Pyjamas
- Beanie
- Spare comfortable clothes to wear around the school campus for the 4 days before and 3 days after the journey.

Toiletries

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

Linen

- Sleeping Bag for sleeping indoors at Bogong, (an Alpine Sleeping Bag will be provided by Bogong for the hike journey)
- Pillow and pillowcase
- 2 towels

Other Items

- Broad-brimmed/ bucket hat
- Sunglasses & sunscreen
- Torch (small with new batteries)
- 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
- Bushwalking boots
- Specialist equipment (tent, sleeping bag, backpack, helmet etc.) are all provided.

No food or drinks to be brought to Bogong

Please Note:

- Schools who attend late Term 2 or early Term 4 (possible winter conditions) should make sure to bring extra warm clothing for the 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.
- Talk with the students to discuss a plan for lunch on the way to and from Bogong at the start and end of the program. There is no facility at Bogong to spend money. Bogong offers a sandwich lunch to take away on Friday morning.
- 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.

Sample Timetable

Below is an example of a 12 day program. There is always variation in programs depending on a number of factors including student learning needs. You will be given information to clarify the exact days and dates well in advance of the program. Some schools may elect for a 10 day program which will look similar to that below but generally starts on a Tuesday and finishes on a Thursday.

Day	Morning Lesson	Afternoon Lesson	Night Lesson
Monday		Student Arrival 1:30pm Student Intake Tour Goal Setting (Personal)	Team Activity (Social)
Tuesday	Creek Walk, Water Watch (Social, Nature and Culture)	Bogong Climbing (Personal, Social)	Sustainable Living Actions Introduction (Future Thinking)
Wednesday	Bogong High Plains Day (Nature & Culture, Social, Critical & Creative Thinking)	Bogong High Plains Day (Nature & Culture, Social, Critical & Creative Thinking)	Journey Preparation (Outdoor Experience)
Thursday	Group decision making, Pioneering (Social, Critical & Creative Thinking)	Journey preparation (Outdoor Experience)	Project work (Nature & Culture)
Friday	Depart Bogong. Bush Trip commences. (Outdoor Experience, Personal, Social, Nature and Culture)		
Saturday	Bush Trip (Outdoor Experience, Personal, Social, Nature and Culture)		
Sunday	Bush Trip (Outdoor Experience, Personal, Social, Nature and Culture)		
Monday	Student Planned Journey (Outdoor Experience, Personal, Social, Nature and Culture)		
Tuesday	Return to Bogong from Bush Trip (Outdoor Experience, Personal, Social, Nature and Culture)		Rest, Recover and Reflect (Critical & Creative Thinking)
Wednesday	Equipment Return and Clean up. (Outdoor Experience)	High Ropes (Social)	Guest Speaker. (Future Thinking)
Thursday	Elective session Students choose between: • Mountain bike riding and track maintenance • Bogong summit walk and hut cleanup • Bush art/Photography and weed removal (Outdoor Experience, Future Thinking)		Goal setting for the future Volunteerism and sustainable living actions. (Future Thinking)
Friday	Reflection and Transfer (Critical & Creative Thinking) Depart Bogong 10am		Home! (Future Thinking)

Whilst at Bogong, Home School teachers are responsible for the complete supervision of students between lights out 10:00pm and 7:30am the next morning. There are Bogong staff who reside on site that may be called upon in an emergency.

General Information

Physical Fitness for the Program

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

Student Expectations

Prior to the program commencing it should be made clear to students that Bogong is a school operated by the DET, has a set curriculum and **is not a holiday centre.**

Accommodation

Students and visiting staff generally stay in our (two-story) Fainter 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 a bunk bed (two single beds). Bogong will supply a fitted bottom sheet while 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 three weeks in advance including 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.

Telephone

Inward phone calls are received between 8.30am and 4.30pm. Outgoing calls may be made at 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	Campus Principal – Martin Eriksson	0427 578 774
Principal – Roger Blackwell	0417 202 578	DE Office of Emergency Management – 24 hours	03 9589 6266

Student Engagement, Mandatory Reporting & Child Safe Policies

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.

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

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.
Fainter Dorm & Rec Room Clean-Up Supervision	Collect the duty clipboard from under the lower floor noticeboard. Allocate a team leader to delegate tasks. Students to work through the tasks on the clipboard. Check that jobs have been done well and if needed kindly ask students to redo things that they missed.
Morning 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.
All Level Supervision, then Lunch with Group	At 12:00pm actively supervise students on all levels. Then 30 minutes before lunch, collect students and get them to line up outside of the dining room ready for their meal.
All Level Supervision	• 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.
Evening Weather 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. • 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

Curriculum

Future Maker Curriculum

Below is a representation of the major components of the curriculum attached to the year nine program.

