Outdoor School
Local Enrolment/Acceptance Policy

With our core purpose being to "educate for sustainable living", Outdoor School campuses offer Prep to Year 12 students a wide range of outdoor and environmental education programs and cooperates closely with Victorian government schools to structure programs which best suit their needs.

Outdoor School is a co-educational multi-campus P-12 residential school (15 Mile Creek Campus and Bogong Campus) within the Victorian Department of Education (DE).

At Outdoor School students from other Victorian government schools come to The Outdoor School (15 Mile Creek or Bogong Campus) for a range of programs with durations from 1 to 21 days. While in attendance at Outdoor School, students are accompanied from teachers from their home school.

15 Mile Creek Campus

At 15 Mile Creek, students develop a deeper connectedness with the natural environment. We design and implement educational programs that cater for students from Prep – Year 12. These residential programs range in duration from 1 day special school program, 5 day residential or home/residential program, and the 12 day Future Makers program.

At 15 Mile Creek, students' learning is based on our Core Learning Statement:
Through interactions in the natural world, 15 Mile Creek aims to:
Develop in students an understanding of our relationship with the environment, others and ourselves.
Inspire curious and adventurous learners who can transfer this knowledge, skill and disposition to actively contribute towards a sustainable world - http://www.outdoorschool.vic.edu.au/learning-programs-2/714/

Bogong Campus

The Bogong Campus programs are delivered with a strong curriculum connection to the home school. The curriculum is an educational learning journey where student's prior knowledge will be used to establish the required program. To fully access our curriculum and its underpinning details please access the information on our school website - http://www.outdoorschool.vic.edu.au/curriculum-learning-programs-2017/3234/

Purpose

The purpose of this policy is to:

- Specify who can attend the Outdoor School and the requirements for attendance.

Background

The Outdoor School is not a designated neighbourhood school, and programs are available for students Victorian government school students state-wide subject to the acceptance requirements set out in this policy.

Enrolment Register and Records

While a student is in attendance at our school they are still enrolled with their home school.
The student's home school undertakes risk assessments in partnership with Outdoor School prior to attendance. These include risk management registers as is commensurate with the activity standards and the guidelines for Excursions - PAL. It also includes signing into the Student Activity Locator (SAL).
Parents/carers of students attending must refer to Information Booklets to obtain information about the program students will participate in and must sign a Consent and Acceptance Form. Information Booklets and the Consent and Acceptance Form are available on our school website at:
http://www.outdoorschool.vic.edu.au/forms-information-booklets-2/743/ (15 Mile Creek Campus)
http://www.outdoorschool.vic.edu.au/forms-information-booklets/610/ (Bogong Campus)
Or
They are emailed a link via the home school communication services to direct them to the Outdoor School Parent Portal where they can commence the enrolment, medical and consent processes.

Application and Approval Process

Schools may apply for a program at Outdoor School using the school's portal, invitations to make application will be sent to school contacts in July/August of the preceding year. Applications usually close at the conclusion of term three, when allocation for the following years schools will be established. Schools may apply for a program for a given cohort of students, this may be a year level, class group, or a demographic group within the school. Applications need to show clear links to the home school's curriculum and subsequent student learning programs. Once an application is successful an offer will be made to the school that will need to be approved by the home school Principal. After Principal approval is received the home school will be invoiced for a deposit to secure the booking. Each year there are many schools that are not offered a program and are place on a reserve school list for the year. These schools maybe offered a program if there is a cancellation.
Schools will distribute information booklets to parents that will show the activities and programs being delivered. This information along with a parent briefing will provide families with the ability to make informed decisions about their child's attendance.

Application and Supporting Information Required

Consent/Acceptance, Student Health Support Plans, Medication Authority and Medical Form Process

No student can come to our school without a signed consent and acceptance form or medical form from the student'sparent or care giver (see Attachment A).
Consent/Acceptance, Student Health Support Plans, Medication Authority and Medical forms are accessed via the Outdoor School website or via a sent link (via homeschool communications protocols) to the school/parents. They are usually accessed by the home school teachers months in advanced. If paper is used, the home school manages the collection of these forms, however generally most families enter the information via the Outdoor School portal. Once the forms have been returned (hard copy or electronically) they are sent to Outdoor School one week before arrival so that our teachers and ES staff can see if there are any medical or family issues that we need to be aware of and cater for. Follow up phone calls with the teacher in charge may happen if questions arise.

If needed, the consent and acceptance and medical forms are then digitalised and can be easily accessed by our staff througha password protected portal. Details from the forms are also recorded in our Register of Students.

Any paper copies are shredded at the end of each program and the electronic copies are kept indefinitely which is in keeping with our records management policy.

Forms are rigorously checked by the administration team to ensure all data is appropriate and that the consent and medicals are properly signed and dated. Data that is incorrect is fixed up prior to the student attending.

In the case of a student arriving unannounced, the school will be contacted and they will have to get a signed consent and acceptance and medical form filled out and faxed or scanned ASAP or have the parent log into the portal and complete the forms. If no are forth coming forms then arrangements are made for the student to return home.

Student Code of Cooperation

Acceptance at the Outdoor School is based on agreement that a Code of Cooperation must be read and agreed to by the parents/guardians and student.

All students attending Outdoor School are required to observe child safe principals and expectations.

The school values and Code of Cooperation are available on the website. The website also includes:

- Child Safety and Wellbeing Policy http://www.outdoorschool.vic.edu.au/policies/3699/
- Child Safety Code of Conduct http://www.outdoorschool.vic.edu.au/policies/3699/
- Bullying Prevention Policy http://www.outdoorschool.vic.edu.au/policies/3699/
- Student Wellbeing and Engagement Policy http://www.outdoorschool.vic.edu.au/policies/3699/

The school has developed levels of appropriate responses and sanctions in relation to any breach of the Code of Cooperation that may initiate a restorative approach. Outdoor School staff will decide the appropriate level of action in consultation with the visiting school staff.

The Parent Consent and Acceptance Forms for both campuses indicate that where a child/dependant violates the rules of the school to the extent that the teacher in charge in consultation with the Principal of Outdoor School Bogong considers that they should be sent home, students may be withdrawn from the program.

Fees & Services

Information Booklets for each program offered at both campuses of The Outdoor School (15 Mile Creek and Bogong Campuses) are available on the school's website and in the parent portal. The Information Booklets provide information on each program offered and outline details such as personal clothing and information students are required to bring and the services/facilities provided by Outdoor School.

Information about fees for each program is available from the home school or by contacting Outdoor School.

Cancellation and withdrawal information is contained in the Consent and Acceptance Forms.

Parents/carers must read the Information Booklet for the relevant program their child/children will attend and this policy prior to providing their consent for their child's participation via the relevant campus Consent and Acceptance Form.

Attendance Register and Records

Once acceptance is confirmed, the relevant information will be recorded in a Register of Students in Cumulus. The SAL will also be updated every time student groups leave the school boundary. While in attendance at Outdoor School, a Record of Location of Students is maintained daily.

Communication

The Acceptance policy will be made available on the school's website.

Policy Review and Approval

Policy last reviewed	July 2026
Policy approved by	Principal – July 2026
Next scheduled review date	July 2030

Parent Consent and Acceptance Forms – Medical Information Forms are available on our website - http://www.outdoorschool.vic.edu.au/forms-information-booklets/610/

Student Code of Cooperation is available from our website - http://www.outdoorschool.vic.edu.au/policies/3699/