Teacher Booklet
Summer Programs

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.

What Will Students Learn at Bogong?

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

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

Along with the key aim of the program students will also learn:

1. To demonstrate an understanding of the Alps Environment.
2. About climate change and its impact on the Alps.
3. Some sustainability behaviours – Sustainable Living Actions (SLA's).
4. To demonstrate movement skills and advanced skills during selected complex activities.
5. The importance of regular participation in recreational and leisure activities that require moderate to vigorous physical activity.

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.

Respectful Relationships

- 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 Information

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

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

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

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. 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 share via email 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 if 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 they are completed by families no later than 3 weeks before the program.
- Please note that the earlier we receive this the better. It allows us to know if your students have any dietary requirements, support needs 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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Staffing

Work within your school to find staff willing, able, and approved by the school to attend.
Consider basic fitness capacity of staff as well as gender representation if possible.
Bogong requires a visiting staff member for each group learning group of up to 12 students.

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.

- Please consider if visiting teachers should be in a particular group with particular students.

Reserve List

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

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/guardians and staff in implementing this Code of Cooperation.	All students should behave according to this code and accept the consequences if it is breached. All staff should fairly, reasonably and consistently implement this code. Staff and parents/guardians of participating schools should support Bogong in implementing the Code of Cooperation.

Specific Rules at the School

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

- Bringing cigarettes, 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 pair of long pants for skiing. (eg tracksuit - NOT jeans)
- 2 pairs of long pants for around school campus
- 1 set of thermals - top & bottom (recommended)
- 2 warm jumpers (wool or polar-fleece are best)
- 2 long sleeve shirts
- 3 T-shirts
- Bathers (October - April)
- 5 sets of underwear
- 3 pairs of everyday socks
- 2 pairs thick long socks (ski socks or footy socks)
- 1 pair pyjamas
- Sunhat
- Beanie
- 2 pairs of closed shoes (eg sneakers/runners)
- 1 warm parka or jacket

Toiletries

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

Linen

- Sleeping Bag for sleeping indoors at Bogong,
- Pillow & pillow case
- Towel

Other Items

- Sunglasses
- Sunscreen
- Drink bottle
- Torch (small with new battery)
- Personal medical requirements

Bogong Supplied Gear

- Fitted sheet
- Waterproof jackets
- Waterproof over pants
- Gloves (if needed)
- Lunch box and drink bottle
- Day-packs
- Specialist equipment (climbing harness, helmet etc.) are all provided

No food or drinks to be brought to Bogong

Please Note:

- Schools who attend early Term 4 (possible winter conditions) should make sure to bring extra warm clothing to their program. A day skiing can sometimes be incorporated into a program at these times.
- All personal items and luggage should be clearly marked with the owner's name. The DET does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.
- Try to utilise clothes and other items you have at home rather than buying anything special for the program.
- 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.

When You Are at Bogong

Physical Fitness for the Program

The activities undertaken can be strenuous and it is strongly advised that students and visiting teachers undertake 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/

Adventure Activities

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

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

Rockclimbing & Abseiling extension - Students are taken to a site on the Bogong High Plains where they have the opportunity to extend the climbing and abseiling they have done at the Campus.

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

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

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

Creek Walking - Students follow the Rocky Valley river bed upstream moving from rock to rock, wading and walking along the river bank.

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

Mountain Biking - Some groups will spend time riding flat open aqueduct trails specifically in the Bogong High Plains while others may take on more advanced single-track mountain biking within Falls Creek or down in the Kiewa Valley. An instruction, practice session and bike check are conducted prior to leaving the campus, with additional instruction taking place on site.

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

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

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

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

Sample Timetable

A general guide for a typical day at Bogong Campus

7:00am	Lights on and wake up
7:30am	Morning assembly #1
7:35am	Breakfast Hospitality Team & Dorm Cleanup Team
8:00am	Breakfast
8:30am	Room clean up
8:55am	Morning assembly #2
9:00am	Head out for morning outdoor learning tasks
12:30pm	Lunch
1:30pm	Afternoon outdoor learning tasks
4:30pm – 5:30pm	Free Time
5:30pm	Dinner Hospitality Team
5:45pm	Pre-dinner education
6:00pm	Dinner
7:15pm	Evening assembly
7:30pm – 9.00pm	Evening activity session
9.00pm	Students into own dorm
9:30pm	Students into own room
9:45pm	Lights out

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

Visiting Teacher (VT) Duties

DUTY	EXPLANATION
Wake Up & Assembly	At 7:00am knock on doors and ensure that students are awake and getting out of bed. You can put on music in the audio room. Unlock all doors. At 7:30am assemble and account for all students.
Fainter & 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.
Lunch Duty then 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. • Assist delegated students with Garden maintenance • Be one of the first to have your own meal. You must be ready to leave the dining room when the first student finishes their dinner and leaves the dining room.
Supervision of all Levels	At 9:00pm actively supervise all levels till 9.30pm
Supervision of all Rooms	At 9:30pm actively supervise the Fainter Lodge rooms till 10.00pm