TEACHER BOOKLET

Winter Connect Program

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.

Winter Connect Program

The Winter Connect program aims to build resilience in young people and to develop connections between students and the Alpine Environment. We also endeavour to foster connections between the students and to link their learning back to their home school. The learning intentions for our Winter Connect program are:

- To build **resilience** by developing strategies to cope with challenging situations by demonstrating persistence, motivation and initiative.
- To develop **specialised movement skills** in challenging movement situations and apply feedback in order to enhance performance.
- To undertake activities that discuss current **environmental sustainability** topics and develop a strategy for individual future sustainable action.
- To develop a connection with the **Alpine Environment** by learning about it and spending time in it.

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.

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.

In the event of no snow, activities may include bushwalking, climbing/abseiling, mountain biking, orienteering/rogaining, canoeing, pioneering, high ropes, creek walking, and the sensory trail course. Typically, however, the winter program involves cross country skiing, downhill skiing and snow shoeing. See the possible programming section on page 9 for further information.

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.

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

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 that 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 to parents/guardians.
- They will complete all these Details in one form online on a phone or computer.
- 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.
- It must be read and agreed to by parents/guardians and students, in conjunction with reading the Code of Cooperation outlined in this booklet.
- 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.
- Please note that the earlier we receive this the better. It also 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.

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 10 students.

Allocating Students Ski Experience and Athletic Ability

We generally work with 4 groups of 10 students. These groups are streamed in terms of the student's potential capacity to ski. For the purposes of the program we required you to allocate the students a level of skiing capacity based on your school's general understandings of each student. To allocate this level of skiing capacity you must access the online portal as indicated above and select the Ski Experience and Athletic Ability tab.

The levels are described as:

1. Advanced, very athletic and coordinated, may have skied before, strong level of resilience
2. Intermediate, athletic and coordinated person
3. Basic, not as athletic
4. Beginner, not athletic, never skied before, may be less resilient.

Bogong will then organise the student groups based on: the information you have given us; an appropriate balance of schools represented in each group; and an appropriate balance gender in each group. It is intended that the students stay in these learning groups for the duration of the program.

As indicated above, your school is required to enter this data via the Cumulus online portal. In drawing up this list please consider the following:

- If the visiting teacher wishes to be with particular students please indicate this on the list.
- If you are aware of students who should be separated please let us know.

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.

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 Bogong

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 of a person of the opposite gender.
- Being in another student's room without permission.
- Leaving Bogong Campus boundaries without permission.
- Behaving in a manner which damages or vandalises the property of others or the environment.
- Climbing of trees, buildings or other structures without teacher supervision.

Personal ICT hardware such as phones, iPods, air pods 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. Our Personal Mobile ICT Devices Policy from our website via the following link http://www.outdoorschool.vic.edu.au/policies/3699/

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 is the recommended clothing and equipment list for students attending the program. It is also relevant for staff on the program.

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
- 4 T-shirts
- 5 sets of underwear
- 3 pairs of everyday socks
- 2 pairs thick long socks
- 1 pair pyjamas
- 1 pair mittens or gloves (if available)
- Sunhat
- Beanie
- Neck warmer or scarf (optional)
- 2 pairs of closed shoes (eg. runners)
- 1 puffer jacket (if you have one)

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
- Waterproof gloves
- Lunch box and drink bottle
- Day-packs
- Specialist equipment (skis, boots, poles, helmet etc.) are all provided

No food or drinks to be brought to Bogong

Please Note:

- All personal items and luggage should be clearly marked with the owner's name. The DE 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.
- Students are required to bring lunch for their bus trip to Bogong Campus or have money to buy lunch along the journey.
- 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 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.

Visiting Teacher Duties

During non-activity time visiting teachers (VTs) will be required to supervise students around the campus, particularly in the lodge area. Visiting teachers will be required to complete any of the below duties, while a roster will be provided at the beginning of the week during briefing time with the Program Coordinator.

DUTY	EXPLANATION
Wake Up & Assembly 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 7:35am	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 7:35am	At 7:35am go to breakfast with the hospitality team. Work with 2 hospitality students to collect the weather recordings. 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 Dinner with the Group 4:30-6:30pm	Actively supervise students on all levels. Gather students in the rec room at the nominated time and line them up for dinner.
Evening Weather then all Level Supervision 5:30	At 5:30pm go to dinner with the hospitality team Work with 2 hospitality students to collect the weather recordings. 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 then Rooms 9:00pm until 10:00pm	Actively supervise all levels till 10.00pm. Recommended students in own corridors/rooms at 9:30pm, then in their own rooms by 9:45pm, Lights out at 10:00pm.

The visiting teachers (VTs) are responsible for the supervision of students between 10:00pm and 7:30am the next morning as there are no Bogong staff timetabled on.

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 DE, 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

Bogong employs a chef and an 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 well in advance including any special dietary requirements.

Telephone Calls

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

Emergency Telephone Numbers

Bogong Campus (Office)	03 5754 1732	Campus Principal Marty 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 schools website at http://www.outdoorschool.vic.edu.au/policies/3699/

Possible Programming

To explore the Alpine Environment, we use skis and snowshoes. Our ski programs are aimed at **beginners**. Students who can ski well may not find our program suitable for them. All skiing is at Falls Creek, and the students are transported to and from the resort each day.

- ***Snowshoeing*** (1/2-1 day) Snowshoeing is an ideal way for students to move around without requiring the skills needed for skiing. Students may explore off track amongst the Sub-Alpine forest in a quieter manner or move up and down steeper terrain.
- **Cross Country Skiing** (1-2 days) Cross country skiing enables students to ski uphill and yet still allow glide on the flat or downhill. Students are instructed in the basic skills enabling them to explore the alpine environment.
- **Downhill Skiing** (1-2 days) Basic downhill skiing skills are introduced to students. The first day of downhill skiing involves instruction with Bogong staff in the morning and after lunch a 2-hour lesson with the Ski School. One of the home school's teachers accompanies the group during the ski school lesson.
- **Evening Sessions**: During term 3, the evening sessions typically include the allocation and tuning of skiing equipment and 'Connect themed' lessons. There may be a night where the visiting staff will be required to run an activity session.

The organising teacher will be emailed the timetable by the Program Coordinator in advance. The typical program is below however, weather, lift operations, snow cover or other factors may affect this.

DAY	MORNING	AFTERNOON	EVENING
MON	Travel to Bogong	Arrive at Bogong @1:30pm Induction for staff and students	Cross Country Ski Prep
TUE	Cross Country Skiing		Downhill Ski Prep
WED	Downhill Skiing		Connect Night
THUR	Student Choice Day		Future Action Night
FRI	Group Reflection and Gear Return. Depart Bogong @ 10am	Travel Home	NA

Daily Outline

Below is a general guide for a typical day at Bogong during winter:

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
9:15am	Depart for Falls Creek (30-45min travel time)
10:00am - 3:50pm	Skiing in the winter Alpine Environment
3:50pm	Depart Falls Creek for Bogong
4:30 - 5:45pm	Free Time
5:30pm	Dinner Hospitality Team
5:45pm	Dinner
7:30 - 9.00pm	Evening activity session
9.00pm	Students into own dorm
9:30pm	Students into own room
9:45pm	Lights out