Teacher Booklet - VCE Programs

An online version of this booklet can be downloaded at www.boec.vic.edu.au
Parent & Student Booklets can be translated into various languages for parents of your students using the ‘Translate’ icon in the Review tab when opening in the word.

“Educating for Sustainable Living”

We believe that each child will succeed through:

Engaging in Outdoor Activities
Exploring the Alpine Environment
Living & Learning Together in a Sustainable Community

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Before Coming You Must Organise

Letter Home to Parent’s/Guardian’s
- Generate a letter to the prospective student’s parents/guardians.
- Ensure the travel dates and times are incorporated into the document.
- Attach current Bogong consent form and Code of Cooperation.
- Attach current Bogong medical forms.
- Ensure parents and guardians have access to the Personal Clothing and Equipment List.
- Ensure students are aware of the relevant Code of Cooperation.

Student List (See pages 3)
- The form and instructions for this are enclosed.
- We require students in Room Pairs with Ski/Athletic Ability indicated.
- These must be scanned/emailed or faxed to the Bogong Campus two weeks prior to your arrival.

Bogong Consent Form (See pages 4-5)
- Must be read by parent/guardian’s and students, signed by both in conjunction with reading the Code of Cooperation.
- These must be scanned/emailed or faxed to the Bogong Campus two weeks prior to your arrival.

Bogong Medical Forms (See pages 6-10)
- These forms must be completed indicating the student and visiting teacher’s current medical status with any information requiring specific attention or treatment (e.g. allergies, medications being taken).
- Asthmatic students/teachers must bring all medications for their condition to Bogong.
- Asthmatic students/teachers must complete the attached Asthma Action Plan.
- Students/Teachers with allergies must complete the attached Allergic Reactions Action Plan.
- Students/Teachers that have Anaphylaxis reactions must complete the appropriate attached Epipen or Anapen Anaphylaxis Action Plan.
- These must be scanned/emailed or faxed to the Bogong Campus two weeks prior to your arrival.

Transport to and from Bogong
- Using the travel times on the Bogong offer, organise transport to and from Bogong.
- Bogong recommends Falls Creek Coach Services for their reliability.
- Please be aware, the hazardous area beyond Mt. Beauty.

Jotform – Study Design Points of Learning
- We require the organising teacher to visit http://form.jotform.com/form/13465009050 to complete this form, entering details regarding the study design points you would like us to look at. You can do this You may also access this from our website at http://www.boec.vic.edu.au
VCE Student List

Please fax at least *two weeks* prior to the start of your program – Fax No: (03) 5754 1735

**Student/Group List**

<table>
<thead>
<tr>
<th>Group 1</th>
<th>First Name</th>
<th>Surname</th>
<th>M/F</th>
<th>Year Level</th>
<th>Comments</th>
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<th>Group 2</th>
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<th>Year Level</th>
<th>Comments</th>
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**Visiting Teacher**

Visiting Teacher
Student Code of Cooperation

Guiding Principles

- To ensure that the rights of all individuals are protected whilst at the school, and to and from the school.
- 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.

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities &amp; Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>All individuals and their property are to be valued and treated with respect.</td>
<td>All students should treat one another, staff and property with respect.</td>
</tr>
<tr>
<td>All individuals have the right to a safe, secure and cooperative working environment in which participation, risk taking and confronting challenges are encouraged.</td>
<td>All students should act and behave in a way which does not endanger, intimidate or interfere with the participation of others.</td>
</tr>
<tr>
<td>All individuals have the right to privacy.</td>
<td>All students should respect others rights to privacy.</td>
</tr>
<tr>
<td>Staff should be able to perform their duties in an atmosphere of order and cooperation.</td>
<td>Students should comply with instructions given by any members of staff and should willingly participate in the daily routine of the School.</td>
</tr>
<tr>
<td>Staff, students and the natural environment have the right to exist in a healthy and environmentally considerate atmosphere.</td>
<td>All students should conduct themselves in a healthy and environmentally friendly manner towards other students, staff and the natural environment.</td>
</tr>
<tr>
<td>The School expects support from all students, parents and staff in implementing this Code of Conduct.</td>
<td>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 the School in implementing the Code of Conduct.</td>
</tr>
</tbody>
</table>

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 or racist.
- Fighting, bullying (physical, verbal, indirect or cyber) or any other forms of aggressive behaviour.
- Being in the lodges/room of the opposite sex.
- 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 aerosol propellant cans e.g. deodorant sprays.

Personal ICT hardware may be used by students at Bogong under the following constraints:

- Personal ICT hardware is used for educational purposes only and should only be used as directed by teachers and Bogong staff.
- The personal ICT hardware is the sole responsibility of the owner.
- Bogong does not provide secure storage of personal ICT hardware and will not be responsible for any form of loss or damage.
- Student personal ICT hardware will not be connected to the school network.

Any breaches to the above would be considered an infringement of the ICT acceptable use agreement. Devices being used inappropriately or without permission from the Bogong teacher will be confiscated during the program and given to Visiting Teachers to keep until the end of the program.

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.
Outdoor School – Bogong  
Parent Consent Form — Valid 2016

Student’s Full Name: ____________________________________________________________

Parent/Guardian Consent – please circle as appropriate – (if left blank we will assume yes is the response):

<table>
<thead>
<tr>
<th>I agree to my child using the internet and computer network at Bogong in accordance with the same internet student users agreement that applies at their current school.</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I also consent to my child being photographed and/or visual images of my child being taken whilst at Bogong 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.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is English your child’s main language?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has your child been away from home before?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>I authorise the teacher in charge to administer paracetamol as per the Outdoor School protocol.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

I agree to my child’s attendance at the Outdoor School - Bogong and to his/her taking part in any excursion or activities arranged for students in connection with the school program. I have read the Parent & Student Booklet and 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 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 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 being unable to accompany the rest of the group home due to ill health or accident I will make the necessary arrangements in liaison with the School Principal for his/her return.

Should my son/daughter violate the rules of the school to the extent that the teacher in charge in consultation with the Principal of Outdoor School Bogong considers that he/she 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 and Training (DET) 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 Department 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 – Bogong
Medical Information Form — Valid 2016
For Students & Visiting Teacher (VT) to fill in

This information is intended to assist Outdoor School – Bogong in case of any medical emergency with your child or a VT. All information is held in confidence.

School: ___________________________ Year Level ___________________________

Full Name: ___________________________ Date of Birth: ___________ Male/Female

Parent/Guardian/Contact Person’s Full Name: Parent

details are required if Medicare is used. ___________________________

D.O.B. ___________________________

Address: ___________________________

Home Phone: ___________________________ Work Phone: ___________________________ Mobile Phone: ___________________________

Home Email Address: ___________________________

Name & Address of Family Doctor: ___________________________

Medicare No: ___________________________ Valid to: _____/_______ Child’s Number (eg. 2, 3, 4): ________

Medical/Hospital Insurance Fund: ___________________________ Member No: ___________________________

Ambulance Subscriber: Yes — No If yes, member number: ___________________________

<table>
<thead>
<tr>
<th>Tick</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
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</table>

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

- Diabetes
- Dietary Requirements
- Dizzy Spells/Blackouts
- Fits Of Any Type
- Hay Fever
- Heart Condition
- Migraines
- Physical Difficulties
- Previous Injuries
- Sleepwalking
- Travel Sickness
- Other

Anaphylaxis

If ticked you MUST attach the appropriate completed Anaphylaxis Action Plan.

Responsible person is: ___________________________

Please state below who will be responsible for carrying the Epipen/Anapen?

Allergies

If ticked you MUST complete and attach the Allergic Reactions Action Plan.

Asthma

If ticked you MUST complete and attach the Asthma Action Plan.

Year of Last Tetanus Immunisation: ___________________________

(Note: Tetanus immunisation is normally given at 5 years of age — as Triple Antigen or CDT and at 15 years of age — as ADT.)

Medication – Is your child presently taking tablets and or medicine? YES / NO (If yes please detail below.)

<table>
<thead>
<tr>
<th>Condition</th>
<th>Medication</th>
<th>Dosage</th>
<th>When given &amp; instructions.</th>
</tr>
</thead>
<tbody>
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</table>

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

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

Signature of Parent/Guardian: ___________________________ Date: ___________________________

DET requires this consent to be signed for all students and teachers attending school excursions.
Asthma Care Plan for Schools – Outdoor School – Bogong

Staff are trained in asthma first aid (see below) and can provide routine asthma medication as authorised in this care plan.

1. Sit the person upright.
   a. Be calm and reassuring.
   b. Do not leave them alone.

2. Give 4 puffs of blue reliever puffer medication.
   a. Use a spacer if there is one.
   b. Shake puffer.
   c. Put 1 puff into spacer.
   d. Take 4 breaths from spacer.
   Repeat until 4 puffs have been taken. Remember: *Shake, 1 puff, 4 breaths.*

3. Wait 4 minutes.
   a. If there is no improvement, give 4 more puffs as above.

4. If there is still no improvement call emergency assistance (DIAL 000).
   a. Say ‘ambulance’ and that someone is having an asthma attack.
   b. Keep giving 4 puffs every 4 minutes until emergency assistance arrive.

If calling triple zero (000) does not work on your mobile phone, try 112.

Please write down anything different this student might need if they have an asthma attack.

Student’s Name: ___________________________ Date of Birth: ___________________________

Daily Asthma Management

<table>
<thead>
<tr>
<th>This student’s usual asthma signs.</th>
<th>Frequency and severity.</th>
<th>Known triggers for this student’s asthma (eg exercise, colds/flu, smoke) – please detail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cough</td>
<td>Daily/most days.</td>
<td></td>
</tr>
<tr>
<td>Wheeze</td>
<td>Frequently (more than 5 x per year)</td>
<td></td>
</tr>
<tr>
<td>Difficulty breathing</td>
<td>Occasionally (less than 5 x per year)</td>
<td></td>
</tr>
<tr>
<td>Other (please describe below)</td>
<td>Other (please describe below)</td>
<td></td>
</tr>
</tbody>
</table>

Does this student usually tell an adult if he/she is having trouble breathing. [ ] Yes [ ] No

Does this student need help to take asthma medication? [ ] Yes [ ] No

Does this student use a mask with a spacer? [ ] Yes [ ] No

Does this student need their blue reliever puffer medication before exercise? [ ] Yes [ ] No

Medication Plan

If this student needs asthma medication, please detail below and make sure the medication and spacer/mask are supplied to staff.

<table>
<thead>
<tr>
<th>Name of medication and colour.</th>
<th>Does/number of puffs.</th>
<th>Time required.</th>
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Name of doctor: ___________________________ Phone: ___________________________

Doctor’s Signature: ___________________________ Date: ___________________________

Parent/Guardian

I have read, understood and agreed with this care plan and any attachments listed. I approve the release of this information to staff and emergency medical personnel. I will notify the staff in writing if there are any changes to these instructions. I understand staff will seek emergency medical help as needed and that I am responsible for payment of any emergency medical costs.

Name (please print): ___________________________ Signature: ___________________________ Date: ___________________________
**MILD TO MODERATE ALLERGIC REACTION**

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

**ACTION**

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help
- Give medications (if prescribed) ..................................................
  Dose: ..................................................................................
- Phone family/emergency contact

**Mild to moderate allergic reactions may or may not precede anaphylaxis**

Watch for any one of the following signs of anaphylaxis

**ANAPHYLAXIS (SEVERE ALLERGIC REACTION)**

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

**ACTION**

1. Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
2. Give adrenaline autoinjector if available.
3. Phone ambulance* 000 (AU), 111 (NZ), 112 (mobile)
4. Phone family/emergency contact

Commence CPR at any time if person is unresponsive and not breathing normally. If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.

* Medical observation in hospital for at least 4 hours is recommended after anaphylaxis

Additional information
**MILD TO MODERATE ALLERGIC REACTION**

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

**ACTION**

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help
- Locate EpiPen® or EpiPen® Jr
- Give other medications (if prescribed) ..................................................
- Phone family/emergency contact

**ANAPHYLAXIS (SEVERE ALLERGIC REACTION)**

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

**ACTION**

1. Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
2. Give EpiPen® or EpiPen® Jr
3. Phone ambulance* 000 (AU), 111 (NZ), 112 (mobile)
4. Phone family/emergency contact
5. Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)

If in doubt, give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally. If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.

EpiPen® is generally prescribed for adults and children over 5 years. EpiPen® Jr is generally prescribed for children aged 1-5 years.

* Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information

Note: This is a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.
ACTION PLAN FOR Anaphylaxis
For use with Anapen® Adrenaline Autoinjectors

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

ACTION

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help
- Locate Anapen® 300 or Anapen® 150
- Give other medications (if prescribed) ...........................................
  Dose: ...............................................................................................
- Phone family/emergency contact

Mild to moderate allergic reactions may or may not precede anaphylaxis

Watch for any one of the following signs of anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

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

ACTION

1 Lay person flat. Do not allow them to stand or walk.
   If breathing is difficult allow them to sit.
2 Give Anapen® 300 or Anapen® 150
3 Phone ambulance* 000 (AU), 111 (NZ), 112 (mobile)
4 Phone family/emergency contact
5 Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)

If in doubt, give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally.
If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.
Anapen® 300 is generally prescribed for adults and children over 5 years.
Anapen® 150 is generally prescribed for children aged 1-5 years.
*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information

Note: This is a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.
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)
- 2 warm jumpers (polar fleece or woollen preferred)
- 3 pairs shorts
- 2-3 pair of pants (tracksuit or quick dry)
- 5 T-shirts
- Bathers
- Long sleeved shirt (sun protection)
- Solid walking boots or sneakers for activities (must be worn in). Not slip-ons
- Comfortable shoes (for around camp).
- Old runners/sandals for wet activities (not thongs).
- 5 pairs underwear
- 5 pairs socks (hiking socks - long and warm).
- Pyjamas
- Warm gloves
- Beanie
- Sunhat (Bogong can supply one)

**Linen**
- Sleeping Bag for sleeping indoors at Bogong, (where applicable an Alpine Sleeping Bag will be provided by Bogong for overnight hikes)
- 1 pillow
- 2 towels

**Other Items**
- Sunglasses & sunscreen
- Drink bottle
- Torch (small with new battery)
- 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
- 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 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 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.
- Try to utilise clothes and other items you have at home rather than buying anything special for the program.
- Recommended pocket money for students is $20 for meals en route. There is no facility at Bogong Campus to spend this money.
- If personal ICT Hardware (iPods, phones etc.) are brought to the program, they are only to be used when directed by the teacher. Once again 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.
- 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 aerosol propellant cans e.g. deodorant sprays.
When You Are At Bogong

Working with Our Teachers
During timetabled activities the Bogong teachers will be responsible for all logistical and practical decision making with respect to the movements and skill development of the group. The visiting teachers role will be to assist in the management of students and where appropriate team teach with the Bogong staff.

For winter programs, prior skiing experience is essential and requires strenuous physical activity, thus a reasonable level of fitness is expected from visiting teachers.

Visiting Teacher Survey
On a Thursday evening all visiting teachers are to complete an online survey. This will take about 10 minutes and is valued by our school for further improvement.

Personal ICT hardware (Phones, Cameras, Music Devices etc.)
Personal ICT hardware may be used by students at Bogong under the following constraints:

- Personal ICT hardware is used for educational purposes only and should only be used as directed by Bogong staff.
- The personal ICT hardware is the sole responsibility of the owner.
- Bogong does not provide secure storage of personal ICT hardware and will not be responsible for any form of loss or damage.
- Student personal ICT hardware will not be connected to the school network.

Any breaches to the above would be considered an infringement of the ICT acceptable use agreement. Devices being used inappropriately or without permission from the Bogong Teacher will be confiscated during the program and given to Visiting Teachers to keep until the end of the program.

Winter

General Program
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 the skier to ski uphill and yet still allow glide on flat or downhill. Students are instructed in the basics of cross country skiing which will enable them to explore different aspects and areas of the alpine environment by way of a ski tour.

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 schools teachers’ accompanies the group during the ski school lesson.

Evening Sessions
A selection is made from the following sessions: Bogong at night; ski gear/skills prep; study night; Parks Victoria talks; DVD night; environmental studies talks directed towards the program aim. There may be a night where the visiting staff will be required take an activity session.
Summer 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.

Rock-climbing & 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 Bogong Campus. Students may be involved in belaying other students under active supervision and after training and assessment by teachers.

Rock-climbing & 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. This is normally done as a half day activity combined with a half day of bike riding.

Orienteering – Students are introduced to Orienteering (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, and carry radios monitored by teachers. 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, which adjoins the Campus. The students are introduced to the basic methods of flat water canoeing to enable them to explore the lake environment.

White Water Rafting - This activity involves students paddling inflatable rafts on white water rapids, on rivers up to a grade 3 (moderate) standard. Students may be in a boat with an adult guide, or in a ‘self-guided’ boat, supervised by guides in support craft, depending on river conditions and educational goals. Rivers accessed include the Mitta Mitta and Snowy River, and some sections of these rivers are remote and difficult to access via vehicle or on foot.

Creek Walking - This involves students following a river bed upstream by moving from rock to rock, wading and walking along the river bank. It is done at Bogong Village in the Rocky Valley stream. It has ready access to areas above the normal flood line over the length of the activity.

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

Bike Riding - Bike riding is conducted on the Bogong High Plains using existing trails. It provides the opportunity for students to enjoy the spectacular scenery and environment of the high country. Instruction, practice session and bike check is conducted prior to the tour.

Pioneering - Pioneering is an initiative activity session where 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 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 en route. Students cook for themselves using lightweight stoves 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.
General Information

Outdoor School - Bogong is a school staffed, and funded by the Department of Education and Training (DET) and provides programs for Years P–12 students from Government Schools throughout Victoria. The Bogong Campus is situated in Bogong Village, North-East Victoria. This is located 16 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 Campus is 380 km from Melbourne and takes around 6 hour drive by bus.

Physical Fitness for the Program
The activities undertaken can be strenuous and it is strongly advised that students and visiting teachers undertake a planned comprehensive fitness program as part of their preparation for their program.

Student Expectations
The following should be made clear to students before their departure from school:
  • Smoking, non-prescribed drugs and alcohol are strictly prohibited!
  • Students will follow a tight program leaving them little free time.

Bogong is a school operated by the (DET), has a set curriculum and is not a holiday centre.

Accommodation
Students and visiting teachers are accommodated in a two-story Lodge. Twenty-eight students (two per room) and two visiting teachers (VTs- a single room each) can be accommodated on each floor. Each student’s room is furnished with two single beds, mattresses (the school will supply the bottom sheet – students are to bring a sleeping bag & pillow), plus a wardrobe. All buildings are heated and 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 sent to the Campus two weeks in advance with any special dietary requirements.

Transport
Schools are required to arrange for return transport between the school and Bogong. The 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. The High Plains Road from Mt Beauty to Falls Creek is declared hazardous from the Queen’s birthday weekend until the end of the snow season and requires a special bus licence to drive on it.

Sick Students
Should a student(s) be unable to take part in the program, then a visiting teacher may be required to supervise them at the Campus. Bogong Campus has a sick bay for dealing with first aid needs.

Telephone
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 at times when the office is unattended. An after-hours phone number for emergencies only is provided on the answering machine. All Bogong teachers have phones for safety during program.

Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>Bogong Campus (Office)</th>
<th>03 5754 1732</th>
<th>Bogong Campus (Fax)</th>
<th>03 5754 1735</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal – Tony Keeble</td>
<td>0417 541 732</td>
<td>Campus Principal – Roger Blackwell</td>
<td>0417 202 578</td>
</tr>
<tr>
<td>DET Office of Emergency Management – 24 hours</td>
<td>03 9589 6266</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Timetable

Whilst there is sometimes some variation in programs here is a likely daily timetable for your school. You will be emailed your timetable by the Program Manager in advance of your program.

A general guide for a typical day at Bogong

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00am</td>
<td>Lights on</td>
</tr>
<tr>
<td>7:30am</td>
<td>Make lunch in the dining room</td>
</tr>
<tr>
<td>7:50am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:20am</td>
<td>Lodge &amp; room clean up</td>
</tr>
<tr>
<td>8:45am</td>
<td>Organise gear for the day</td>
</tr>
<tr>
<td>9:00am</td>
<td>Morning activity session</td>
</tr>
<tr>
<td>12:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15 – 4:30pm</td>
<td>Afternoon activity session</td>
</tr>
<tr>
<td>6:00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:30pm</td>
<td>Evening session</td>
</tr>
<tr>
<td>9:30pm onwards</td>
<td>Quiet time</td>
</tr>
<tr>
<td>10:00pm</td>
<td>Lights out</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** Bushwalking, skiing and other activities involve students being out for full days, from 9am to 4:30pm and also overnight.

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

There are Bogong staff who reside on site.
Clothing and Equipment
For Ski Touring & Snow Camping

If your school has incorporated an overnight snow camp into your winter program then the items on the Personal Student List below need to be brought on the program by each student and visiting teacher.

<table>
<thead>
<tr>
<th>Personal Student List</th>
<th>Individual Student List</th>
<th>Group List for pairs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplied by Students</strong></td>
<td><strong>Supplied by Bogong</strong></td>
<td><strong>Supplied by Bogong</strong></td>
</tr>
</tbody>
</table>
| • Thermal Underwear (if available)  
  o long johns  
  o Top | • Backpack  
  • Backpack Liner  
  • Sleeping Bag  
  • Sleeping Bag Liner  
  • Sleeping Mat | • Tent  
  • Snow Pegs  
  • Stove & stove board  
  • Fuel Bottle  
  • Waterproof Matches  
  • Water Bag  
  • Toilet Paper  
  • Food Bags  
  • Food  
  • Snow Shovels |
| • Warm Jumper x 2  
  o (Polartec or Woollen) | • Waterproof Jacket  
  • Waterproof Overpants  
  • Snow Goggles  
  • Waterproof Gloves/inners  
  • Cross Country Skis  
  • Ski Boots  
  • Ski Poles  
  • Gaiters  
  • Mug  
  • Plate  
  • Bowl  
  • Knife, Fork, Spoon | |
| • Tracksuit Pants – 2 pair  
  o (one to wear, other to sleep in) | • Plastic bags x 4 (30cm x 30cm)  
  • Waterbottle  
  • Small Torch - spare batteries  
  • Spare Gloves  
  • Socks – 3 pair  
  o (Woollen/Synthetic mix)  
  • Underwear  
  • Beanie  
  • Peaked Cap/Sunhat  
  • Sunglasses  
  • Sunscreen & Lip Balm | |
| • Backpack  
  • Backpack Liner  
  • Sleeping Bag  
  • Sleeping Bag Liner  
  • Sleeping Mat | • Plastic bags x 4 (30cm x 30cm)  
  • Waterbottle  
  • Small Torch - spare batteries  
  • Spare Gloves  
  • Socks – 3 pair  
  o (Woollen/Synthetic mix)  
  • Underwear  
  • Beanie  
  • Peaked Cap/Sunhat  
  • Sunglasses  
  • Sunscreen & Lip Balm | |
| • Medication | • Personal Medication  
  • Camera | |

Bogong Teachers Leader’s Equipment List

• First Aid Kit  
• Medical Summary  
• Foam Mat  
• Mobile Phone & Radio  
• Ski Repair Kit  
• Map & Compass
Clothing and Equipment
For Bushwalking & Camping

If your school has incorporated an overnight bushwalk into the program then the items on the Personal Student List below need to be brought on the program by each student and visiting teacher.

**Please Note:** It can snow at any time of the year in the Alpine National Park.

### Bushwalking & Camping

#### Clothing & Equipment List

<table>
<thead>
<tr>
<th>Personal Student List</th>
<th>Individual Student List</th>
<th>Group List for pairs</th>
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</thead>
<tbody>
<tr>
<td>Supplied by Students</td>
<td>Supplied by Bogong</td>
<td>Supplied by Bogong</td>
</tr>
</tbody>
</table>

- Thermal Underwear
  - long johns
  - top
- Warm Jumper x 2
  - (Polartec or Woollen)
- Long pants to wear (no jeans)
- Track suit Pants – 1 pair
  - (to sleep in, synthetic type OK)
- Gloves
- Socks – 3 pair
  - (Woollen/Synthetic mix)
- Underwear
- Beanie
- Peaked Cap/Sunhat
- 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
- Sleeping Mat
- Waterproof Jacket
- Waterproof Overpants
- Mug
- Plate
- Bowl
- Knife, Fork, Spoon
- Tent & Fly
- Pegs
- Stove
- Fuel Bottle
- Waterproof Matches
- Water Bag
- Toilet Paper
- Food Bags
- Food

### Bogong Teachers Leader’s Equipment List

- First Aid Kit
- Medical Summary
- Foam Mat
- Mobile Phone and Radio
- Map & Compass
VCE Winter Alpine Programs
Self-Catering Requirements

All VCE schools will be fully catered for by Bogong unless their food management is an integral part of their studies. In order for us to allow VCE schools/students to self-cater we are asking you to answer the following questions and create a menu plan so we can assess your suitability. After this and other assessment processes we will inform your school of the outcome.

1. Please provide Bogong with a detailed menu plan. You could use a table like the following (but a much larger version), to prepare a detailed menu plan for your program which includes breakfast, lunch, dinner and snacks/extras (Bogong Campus will provide food if you are on a ski tour, so you can write provided by Bogong on these days if applicable).

<table>
<thead>
<tr>
<th>Day</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Snacks/Extras</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>2</td>
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<tr>
<td>5</td>
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<td></td>
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</tbody>
</table>

2. Outdoor activities require various energy levels to participate successfully and safely. To ensure that you retain good energy levels throughout your program, your food selection should have nutritional value and appropriate energy requirements. Outline how you have addressed the nutritional value and energy requirements in your menu planning for your winter program?

3. Identify ways and explain how your class will be hygienic when preparing food to be eaten at the Bogong Campus during your program.

We appreciate your understanding in regards to this at the Bogong Campus and we look forward to receiving your menu plan and responses to questions via email, fax or post. Please don’t hesitate to call if you require further information.