

Maroon Outdoor Education Centre

SCHOOL COORDINATOR'S PLANNING OVERVIEW

Each Maroon OEC program is collaboratively designed to meet the needs of the students from your school. A Maroon OEC teacher will work with you to design a program that maximises the learning opportunities and meets the risk management and logistical requirements of Education Queensland and Maroon OEC.

The school coordinator plays a vital role in the planning stages of your school's program. The following information has been developed to assist you in your planning.

Your program will be designed based on:

- The planned **outcomes** for the program
- The way the students are **grouped**
- The **number** of students in each group
- The **age** of the students
- The **preparation** of the students
- The **length** of program

The program outcomes

A sequence of activities will be planned for each group to assist them to demonstrate the planned outcomes for the program.

The way the students are grouped

The physical and emotional capacity of the participants will determine the level of challenge in the program. Fitness levels and serious pre-existing medical conditions must be considered in the grouping process. For more guidance please refer to: *Grouping Students; Campout and Bushwalking Guide* and *A Guide to Medical Conditions*.

The number of students and teachers in each group

If the number of students in a group exceeds 24 or the total number of students and teachers/adults exceeds 25 in any group, program options can be limited. These limitations are due to risk management and logistical factors.

The age of the students

All programs are designed to include age appropriate learning experiences and challenges.

The preparation of the students

Experience has shown that the most successful MOEC programs are those where the staff and students are prepared for the program. This includes:

- arriving with a very good understanding of the purpose of the program;
- bringing all of the essential gear (hat, water bottle, sunscreen, covered shoes, wet shoes, campout equipment, warm clothing, and sun smart clothing); and,
- knowing what they will be doing and the group and cabin that they have been allocated.

The length of program

Maroon OEC programs are designed to maximise student learning and safety. Program options can be limited in shorter programs.

REMEMBER: The way you group the students will have an **effect** on the **program options** and **program outcomes**.

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SCHOOL COORDINATOR'S PLANNING CHECKLIST

Maroon OEC has developed a number of resources to assist in your planning and preparation. These forms have been designed to manage the health and safety of all program participants. It is imperative that the latest forms are accessed from our website and that the planning process below is followed.

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| <ul style="list-style-type: none"> • <i>Grouping Students</i> • <i>Information for Parents</i> • <i>Medical Management Form</i> • <i>Visiting Teacher Information</i> | <ul style="list-style-type: none"> • <i>Adult Consent and Medical Form</i> • <i>A Guide to Medical Conditions</i> • <i>Essential Clothing / Equipment List</i> | <ul style="list-style-type: none"> • <i>Parental Consent and Student Medical Form</i> • <i>Group Medical Synopsis</i> • <i>Cabin Allocation</i> • <i>Campout and Bushwalking Guide</i> |
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At least 3-6 months prior to programme

Must do:

- Read your school's booking application form. This will have been submitted in the previous year. Maroon OEC will have a copy of this form if you cannot locate it at your school.
- Review the details on this form, including the listed outcomes and indicators.
- Organise the school staff that will be taking part in the program.
- Calculate the cost per student for the camp, transport and other miscellaneous items.
- Decide on the way that you would like to group the students – this can have a significant effect on the program possibilities (please refer to ***Grouping Students***).

Reminders:

- Check for school calendar clashes with camp dates.
- Make arrangements for any students that will not be attending the camp.
- Obtain school administration approval and P&C approval if required.
- Refer to EPPR for policies and procedures contained within SCM-PR-002: School Excursions (<http://iwww.qed.qld.gov.au/strategic/eppr/schools/scmpr002/>).
- Fulfil risk management obligations (***Variation to school routine - school excursion risk management*** is a suggested template from Education Queensland to be used when assessing excursion venues and/or activities <http://education.qld.gov.au/health/docs/healthsafety/risk-mgt-excursion.doc>)
- Book transport.
- Write and distribute a letter to parents outlining costs, a description of the camp location and the type of activities and other camp details.
- Develop pre-program activities such as: group meeting; Maroon Coordinator school visit; campout planning sessions; information sessions; units of work to embed the program.
- Begin school-based promotion of the program. Suggestions for promoting your program include:

- Address by past pupil participants.
- Display photographs or video footage of previous programs.
- Encourage students and parents to access our website (www.maroonoec.eq.edu.au).
- Discuss camp program at staff meeting and P&C meeting.
- Ask your Maroon coordinator to provide promotional material for your use.

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6-8 weeks prior to programme

The Maroon Coordinator will contact you regarding your school's program. In most cases they will be able to visit your school to meet with you, your staff and students to discuss the program. They will need information relating to:

- program outcomes and school curriculum links;
- approximate student numbers;
- an indication of program preferences from staff/students; and,
- student and staff abilities in relation to the Maroon OEC campout and bushwalking guide.

Must do:

- Calculate expected total student and staff numbers.
- Distribute ***Information for Parents, Parental Consent and Student Medical Form*** and ***Essential Clothing / Equipment List***.
- Distribute ***Adult Consent and Medical Form*** to all teachers and any other adults attending camp.
- Consult the EPPR for policies and procedures relating to the administration of medication (HLS-PR-009: Administration of Routine and Emergency Medication and Management of Health Conditions (<http://iwww.qed.qld.gov.au/strategic/eppr/health/hlspr009/index.html>))
- Ask your Maroon Coordinator about the sessions that your teachers will be responsible for and the teaching area and resources that would be required.
- Establish a policy regarding electronic equipment (including mobile phones) with the Maroon Coordinator.
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4 weeks prior to programme

Must do:

- Organise student groups. Choices should reflect the specific programme for each group. Please refer to the ***Grouping Students*** for further information relating to bushwalks and campsites.
- Collect and collate permission and medical information.

- Distribute **Medical Management Form** to students and staff with medical conditions.
- Ensure that students with medical conditions are appropriately placed in groups. Emergency response times, access to medical help, physical demands of the program and supervision/care arrangements must be considered. (See **A Guide to Medical Conditions** for more information.)
- Consider providing a vehicle for the duration of the program to assist in the management of unforeseen incidents (eg. health issues or medical appointments).
- Meet with all students attending camp to reinforce reasons for camp and expectations of students attending camp.
- Finalise staff attending Maroon OEC.
- Discuss the responsibilities and duty of care of the teachers and other adults attending Maroon OEC.
- Share policy regarding electronic equipment (including mobile phones) with the students and staff.
- Distribute copies of the program to students and parents.
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2 weeks prior to programme

Must do:

- Complete the **Group Medical Synopsis** for each group.
- Indicate on the **Group Medical Synopsis** any students that are using an Individual Education Plan.
- Allocate students to cabins and rooms. Your Maroon Coordinator will tell you which cabins are available. Complete the **Cabin Allocation** form.
- Distribute completed group medical synopsis, program and **Visiting Teacher Information** to your staff attending camp.
- Your Maroon Coordinator will tell you which groups are responsible for each duty.
- Fax or Email to MOEC :
 - Final numbers of staff and students.
 - Confirmed arrival and departure times.
 - Information regarding special dietary requirements.
 - Completed **Group Medical Synopsis** forms.
 - Completed **Medical Management Forms** (these may be mailed if there are a substantial number).

Reminders:

- Confirm destination (Maroon not Moogerah!!), arrival and departure times with your transport provider.
- Organise name tags for students if required.
- Organise any sessions your school will be conducting while at Maroon OEC.
- Consider specific venues you may require for your sessions and book these with your Maroon OEC Coordinator.
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Things to bring with you**Must bring:**

- Completed *Parental Consent and Student Medical Form* for all students attending (These are best collated in activity groups and in alphabetical order)
- Completed *Parental Consent and Student Medical Form* for all teachers and any other adults attending.
- Completed *Group Medical Synopsis* forms for each group.
- Contact details for your school administration (out of hours).
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Reminders:

- Sporting equipment for 'free time'.
- Resources required for your sessions.
- Video and camera for promotion/reflection.
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If you have any questions please visit our website or contact your Maroon Coordinator or a member of the Maroon OEC administration.

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