

MAROON OUTDOOR EDUCATION CENTRE

School Coordinator

Planning Checklist



Maroon OEC has developed a number of resources to assist in your planning and preparation. These have been designed to manage the health and safety of all program participants. Please ensure that the latest forms are accessed from our [website](#) and that the planning process outlined on the [Planning Your Visit page](#) and detailed below is followed.

To provide parents/guardians with the necessary information about the Maroon OEC program, and to gain their informed consent, it is essential that the following are provided to **all** parents/guardians:

- A letter from the school outlining; the location, costs, transport arrangements, activities, etc.
- **Maroon OEC** Information for Parents
- **Maroon OEC** Essential Clothing / Equipment List
- **Maroon OEC** Parental Consent and Student Information Form
- **Maroon OEC** Medical, Asthma, Allergy, Dietary or Support Management Form/s (If required)

Your MOEC coordinator will share a MS OneNote notebook (Coordinator's OneNote) with you for sharing information during the planning process.

A Student Information Program (MS Access) will be given to you by your coordinator. It is recommended that you use this tool to collate, manage and share student information. When you use this tool, follow the installation instructions carefully.

At least 3-6 months prior to programme

Must do:

- Read the [Maroon OEC Booking Conditions](#) and your school's booking application form. 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. Confirm the dates for your program.
- Organise the school staff that will be taking part in the program. It is recommended that next year's coordinator attend the camp.
- Calculate the cost per student for the camp, including transport and other miscellaneous items.
- Decide on how you would like to [group the students](#). The manner in which students are grouped can have a significant effect on the program options.
- Visit the Centre if you have not previously been to the site.

Reminders:

- Check for school calendar clashes with camp dates.
- Make arrangements for any students that will not be attending the camp.
- Consult the [Policies and Procedures Register for information relating to school excursions](#).
- Obtain school administration approval and P&C approval if required.

- 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: Maroon Coordinator school visit; information sessions; teacher meeting; group meeting.
- 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 (<https://maroonoec.eq.edu.au>).
 - Discuss camp program at staff meeting and P&C meeting.

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 your program preferences; 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 Information Form*** and ***Essential Clothing / Equipment List***, forms from our website. **You must use these.**
- Distribute ***Adult Consent and Medical Form*** to all teachers and any other adults attending camp.
- Consult the [Policies and Procedures Register for information relating to managing student health](#).
- Ask your Maroon Coordinator about the sessions that your teachers will be responsible for and the teaching area and resources that would be required.
- Inform students of [MOEC Mobile Phone Policy](#)
- Inform students, teachers and other adults that they **MUST NOT** attend if they are unwell.

4 weeks prior to programme

Must do:

- [Organise student groups](#). Choices should reflect the specific programme for each group. Please refer to the [Campout and Bushwalk Guide](#) for further information.
- Collect and collate permission and medical information.
- Begin entering details into the **Student Information Program (MS Access dB)**. Ensure that dietary, medical and/or support notes are summarised comprehensively.

- Distribute *Medical, Asthma, Allergy, Dietary or Support Management Form* to students with medical conditions or issues requiring clarification.
- 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.
- Develop plans to address the needs of students with medical, physical or psychological conditions. Ensure support plans are noted on the student's information tab.
- Meet with all students attending camp to reinforce the purpose of the camp and the expectations of students attending camp.
- Organise for a vehicle for the duration of the program to assist in the management of unforeseen incidents (eg. health issues, medical appointments).
- Finalise staff attending Maroon OEC and meet with all staff and other adults that will be attending.
- Share [MOEC Mobile Phone Policy](#) with students and staff.

2 weeks prior to programme

Must do:

- Complete entering all student information into the *Student Information Program*.
- Allocate students to cabins and rooms. Your Maroon Coordinator will tell you which cabins are available. Enter this into the *Student Information Program* for each student.
- Distribute group medical synopsis, program and *Visiting Teacher Information* to your staff attending camp.
- Confirm kitchen duty roster. Your Maroon Coordinator will tell you which groups are responsible for each duty.
- Use the *Student Information Program* to e-mail the *medical synopsis, dietary requirements, support synopsis and dietary cards* reports to Maroon OEC.

Reminders:

- Confirm destination (Maroon not Moogerah!!), arrival and departure times.
- Organise name tags for students if required. (The *SIP* will produce nametags.)
- 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.

Things to bring with you

Must bring:

- Completed *Parental Consent and Student Information Form* and any Management Forms (if required) for all students, separated in to activity groups and collated in alphabetical order.
- Completed *Adult Consent & Medical Form* for all teachers and any other adults attending.
- A copy of the *Student Information Program* on a USB or laptop.

- Out of hours contact details for your school administration.
- Your laptop and school mobile phone.

Reminders:

- Sporting equipment for 'free time' and resources required for your sessions.
- Video and camera for promotion/reflection.
- Students should know their allocated cabin before they arrive at Maroon OEC.

When you arrive**Process:**

- Introduce the MOEC Coordinator to the students.
- The MOEC Coordinator will welcome the students to the Centre and give a general overview of the intake process and other information they will need.
- The students will be directed to move to their cabins.
- The Maroon OEC will collect the student consent and medical forms from you.
- The Maroon OEC teachers will review student consent and medical forms.
- A fire drill will be conducted and students and staff will assemble on the Tennis Courts.
- The students and teachers will be introduced to their Maroon OEC teacher and will begin the program.
- The School Coordinator and MOEC Principal/Deputy will meet to discuss the arrangements for the program.
- School teachers will join the meeting around midday at the dining hall to discuss their student's medical and other needs, the program for the week and clarify duties/issues.

If you have any questions visit our website or contact your Maroon Coordinator or a member of the Maroon OEC administration.

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