

Maroon Outdoor Education Centre VISITING TEACHER INFORMATION

Thank you for agreeing to accompany your students to Maroon Outdoor Education Centre. Maroon OEC is operated by Education Queensland and is located on the shores of Maroon Dam, near Boonah.

Accommodation and Facilities

Students are accommodated in one of nine cabins, each containing four bedrooms with two double bunks in each room. Most cabins have toilets, showers (except B & D) and a common room. Each cabin has a teacher room with two single beds and storage space.

Our Lakeview Bunkhouse accommodates 28 students, in 7 rooms with two double bunk beds in each room. The teacher room has 2 single beds and storage space.

Students and staff must bring their own sheets and pillows to maintain a healthy, hygienic environment.

- There are 4 teaching rooms with laptop connection, data projector and speakers.
- Wireless access exists in all teaching spaces for you to use with your EQ laptop PC.
- There is mobile phone reception on the Telstra network.

Daily Routine

<i>Summer Times</i>	<i>Winter Times</i>	
7.00 am		<i>Kitchen Duty Team to Kitchen or Free Time</i>
7.30 am		Breakfast
8.15 am		Free Time
9.00 to 12 noon		Morning Session
12.00 pm		<i>Kitchen duty team to Kitchen or Free Time</i>
12.30 - 1.10 pm		Lunch (<i>Short free time at end of lunch</i>)
1.30 - 4.30pm		Afternoon Session
4.30 pm		Free time
5.30 pm	5.00 pm	<i>Kitchen Duty to Kitchen</i>
6.00 pm	5.30 pm	Dinner
7.00 - 9.00pm	6.30 - 8.30pm	Evening Session
10.00 pm	9.30 pm	Supper and all loud noise ceases

Many Maroon OEC teachers reside at the Centre. It is important that loud noise stops by 10.00 pm and doesn't begin before 8.00 am.

Your School's Program

Your coordinator should provide you with the camp program for your school's visit.

- All **adventure activities** are conducted by Maroon OEC in accordance with the PPR and relevant leader competencies required by Maroon OEC.
- **Campout** activities involve groups sleeping in tents away from the facilities of Maroon OEC. If your group is on a campout you will need to be able to accompany them. This may involve a considerable hike, carrying an expedition backpack (max. weight 18kg).
- **Equipment** supplied for teachers and students includes: all equipment for activities and backpacks, tents, sleeping mats, cooking equipment for campout.

- You will need to bring the equipment as outlined on the student equipment list as well as any other support gear necessary during your camp.
- There may be students from other schools at the Centre, in separate cabins working a separate program.
- If you are in doubt at any time regarding your role in the program please discuss your concerns with the Maroon OEC teacher, either Coordinator or the Centre's administration.

Role of School Staff

Coordinator

The school coordinator plays a critical role in leading the school through the process of preparing for camp, and directing the camp at MOEC by:

- Preparing students and teachers for the camp
- Using the coordinator's OneNote and checklist to ensure that logistical issues are completed beforehand
- Using the checklist to ensure that the school arrives completely prepared for the camp
- Managing the school staff and students at MOEC to ensure duty of care, student safety obligations and adequate student supervision are provided at all times.

Please refer to the appendix at the end of this document for further detail regarding the role. There is no need to provide the appendix information to teachers.

Teachers

Whilst at the Centre school teachers have a direct responsibility to the Principal of the Centre, working with the Maroon teachers to become a teaching team. Effective teamwork and communication between MOEC and school teachers is important for program and student success and a positive experience for all. Visiting teachers are responsible for:

- supervising students at all times while they are not on the MOEC program;
 - i) especially during free time,
 - ii) at meals,
 - iii) during kitchen duty,
 - iv) in the cabins.

Please consult with your school coordinator for guidance relating to student supervision.
- preparing sections of the program to be conducted by visiting school staff i.e. night activity sessions run by your school.
- managing all student related issues as identified on the medical synopsis.
- liaising with their coordinator in managing issues arising whilst at camp such as illness or injury.
- playing a major role in the disciplining of students, in consultation with their MOEC teacher.
- working with one group for the duration of the program. (*See attached*)

You should have some knowledge of the students in your group and their individual needs. (*See attached medical synopsis*). Your group will work through the program to develop the identified personal skills outlined in the school's booking application. This program may change to suit the needs of your group. Should this be necessary, your MOEC teacher will discuss this with you.

The Centre's Principal oversees decisions regarding students leaving the Centre for any reason; being sent home, changing groups, or being excluded from activities. Please discuss any of these actions with MOEC administration before informing a student.

Kitchen Duty Tasks

At some time during your stay it is likely that you will be responsible for kitchen duty with your camp group. All meals in the dining hall are prepared and served by our kitchen staff. The duty group (12 students max) are required to set-up before the meal and clean-up after the meal.

- You will need to ensure that the duty group report 30 minutes before meal time.

- Students must wear covered footwear when doing kitchen duty.
- You might organise for another teacher or your coordinator to supervise the entry and seating of students, students are to be served in an orderly manner and students supervised whilst eating.
- The school coordinator should dismiss the students in an orderly fashion. Students must be supervised by a teacher in the cabin area.

Safety at the Centre:

- VHF radios, and vehicles are in place to support all student activity groups in the MOEC program.
- The response time for medical attention may exceed 3 hours, and it is a 30 min drive into Boonah (closest town).
- All Maroon OEC teachers carry a radio and first aid kit.
- There is mobile phone reception on the Telstra network.
- MOEC administration is to be notified of after-hours parental contact.
- Students must have shoes on whilst engaged in any activity at the Centre.
- Thongs/sandals may only be worn casually around/in the cabins or to the dining hall for meals.
- All incidents and accidents must be reported to MOEC administration.
- Students are to be actively supervised at all times where-ever they are around the Centre.
- High risk activities can only be conducted by arrangement with MOEC administration.
- Participate in all activities as directed by your MOEC teacher, especially supporting students with high challenge activities.

Upon Arrival at the Centre:

- The students will be directed to move to their cabins. *Students need to know their cabin letter and room number i.e. A1*
- You will be able to move to your cabin and the teacher's room.
- A fire drill will be conducted to remove them from the cabins to the assembly area at the tennis court.
- The students and teachers will be introduced to their Maroon teacher. *Students need to know their camp group number.*
- Students and teacher/s in each group will begin working the program.

Other information:

- In your room, you will find an information folder containing instructions for;
 - i) managing sick students and health conditions,
 - ii) cleaning up infectious waste,
 - iii) management of meal duties,
 - iv) management of non-program time,
 - v) fire safety and panel use,
 - vi) building access and key use,
 - vii) final morning clean-up,
 - viii) using the phones and intercoms and more.
- Tea and coffee is available for you at any time from the left-hand side of the kitchen in the dining hall.
- Your coordinator has keys and information related to all considerations above.
- Secure storage of valuables can be organised through your coordinator.
- Your coordinators will advise you of departure processes on your last morning.
- Our website (maroonoec.qld.edu.au) has more information about our Centre, including a virtual tour.

If you have any questions please visit our website or contact your School Coordinator.

Postal Address: 26 Sunwater Drive
Maroon Outdoor Education Centre
 123 Maroon Dam Road
 Maroon Qld 4310

Phone: 5463 6333 **Website:** www.maroonoec.eq.edu.au **E-mail:** info@maroonoec.eq.edu.au

APPENDIX

School Coordinator's Role

The school coordinator plays a critical role in leading the school through the process of preparing for camp. In our experience, successful programs at MOEC are led by coordinators who:

- Have a vision for the camp.
- Influence and motivate fellow staff and school students towards the benefits of camp.
- Consider the needs of their students and integrate this knowledge into planning.
- Build a team of fellow teachers to attend and fulfil the role of group teacher.
- Prepare all students and teachers for the camp experience.
- Attend to the information sharing, gathering and distribution process in a timely, comprehensive and efficient manner.
- Manage students and teachers whilst at MOEC, ensuring a safe learning environment is maintained during camp by ensuring departmental & MOEC policy and processes are followed.
- Attend to emergent issues by liaising with the MOEC coordinator and Principal/Deputy.

Camp success relies upon coordinator vision and successful leadership.

MOEC expects that the coordinator attends the camp for the duration of the program. If you cannot attend, then the role should be passed to a teacher who is attending and has the leadership and management skills to fulfil the role.

School Coordinator's Planning Overview

The following information has been developed to assist you in your planning.

A Maroon OEC teacher will work with you to design a program that addresses the vision developed by the coordinators for delivering a valuable learning experience for the students. The program will then be tested against the risk management and logistical requirements of Education Queensland and Maroon OEC. It will be adjusted if then required.

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 develop 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. Students with special needs also must be considered in planning a group size and determining the level of adult support.

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.

SCHOOL COORDINATOR'S PLANNING CHECKLIST

Please use the checklist to guide you in your planning for camp. MOEC recommends that all steps on this sheet are completed.

<p>REMEMBER: The way you group the students will have an effect on the program options and program outcomes.</p>
