



Maroon Outdoor Education Centre

BOOKINGS POLICY

Booking Process

Centre bookings are undertaken through a formal process conducted during Term 2 each year. Schools applying to the Centre must complete the Booking Application form and submit the required accompanying documentation by the due date.

Schools are required to commit to the following booking conditions:

1. Prepare students and staff

It is the schools responsibility to emphasise the educational purposes of the program to the students and to prepare all staff and students for an active, outdoor, educational program.

2. Attendance at Co-ordinator Workshop

To provide a reasonable duty of care for students at a residential camp the organising teacher must have visited the venue prior to the camp. It is expected that school coordinators will attend the Centre during the Coordinator's Workshop. An administration fee of \$250 will be charged to schools that do not arrange attendance.

The aim of this workshop is to familiarise teachers with facilities, operating procedures, responsibilities and educational opportunities offered through Maroon OEC.

3. Distribution of information

Schools must use and distribute all Maroon OEC information to students, parents and teachers. This information allows students, parents / guardians and teachers to make a considered decision regarding their participation in a Maroon OEC program. The school must use our planning process and student management tool.

4. Accurate numbers

Maroon OEC conducts its bookings process up to 18 months in advance. We rely on schools to inform us as early as possible of any significant change in student numbers. Final numbers of students attending must be provided to the Centre no later than 7 days prior to camp. An administration fee of \$250 will be charged for late information.

5. Accompanying Teachers and Adults

Maroon OEC requires schools to bring one teacher for each group of 24 students (24 is the maximum group size) and sufficient extra staff to meet the needs of the students and the demands of the program. Schools are also required to bring a minimum of 1 extra teacher and the school coordinator must attend the entire camp program. Schools should bring no more than 2 adults for each group of 24 students except in special circumstances.

Criteria for Assessment of Applications

As per the Department of Education and Training Directive (September 2001) priority is given to Department of Education and Training school students and Department of Education and Training staff programs. Any additional space within calendar may then be awarded to:

1. Department of Education and Training students and staff
2. Other Department of Education and Training personnel
3. Pre-service teachers
4. Government employees and volunteers
5. Non-profit community groups and non-government schools

Decisions about bookings will be made based on the following:

1. Identified curriculum focus
2. Nominated booking date preference
3. Staffing and resource availability
4. Capacity to service student's / group's needs
5. Booking history
6. Other specific priorities can be identified on an annual basis

Booking Deposit

MOEC requires a deposit of 15% of total camp cost to be paid prior to the acceptance of any booking.

Booking Acceptance and Deposit Conditions

1. Applications not signed by the school Principal will not be accepted.
2. Bookings decisions will be made after all applications have been assessed and prioritised.
3. Offers will be made to schools usually within 2 weeks of application closure date.
4. If the offer is acceptable the Principal signed offer must be returned within 5 business days or the offer may lapse.
5. The school will be invoiced for a deposit of 15% of total camp cost as outlined on the offer document.
6. The school's account will be direct debited by Regional Finance for the deposit amount usually within 7 days.
7. After camp MOEC will refund the school a proportional amount of the deposit based on attending students. I.E. 85% of booked students attend – 85% of the deposit will be refunded. The balance of the deposit will be retained by MOEC. Maximum amount refundable is the full deposit paid.
8. MOEC will refund this deposit in full if, due to exceptional circumstances, the program cannot proceed.
9. If the program is cancelled by the school the full deposit will be retained by MOEC.

Documentation received at the time of booking application will be used to determine each applicant's needs and eligibility for placement.

The centre's capacity to service these needs will be a primary factor in determining whether or not the booking will be processed any further. Bookings which clearly outline achievable outcomes will then be processed and staffing needs determined so that decisions regarding placement in calendar can be made.

Maroon Outdoor Education Centre's *School Wide Pedagogy and Curriculum Framework* highlight the educational nature that underpins the centre's programmes and consequently the nature of intended bookings.

Each booking request will be evaluated in terms of its links with the centre's underlying educational identity and the booking group's intended outcomes. Priority will always be given to groups which identify concrete links between their own educational intentions and the centre's ability to service them.

Bookings will be taken according to an advertised annual bookings schedule. This will commence in term one of the previous year and conclude prior to the start of the second semester of that year.

Schools will be given a minimum of at least 6 months and up to 18 months notice prior to their booking so that appropriate planning can occur.

Allocated centre staffing numbers will be a determining factor in the acceptance and subsequent scheduling of bookings.

Bookings will be scheduled according to current staffing levels and a calendar produced to identify projected student numbers and centre staffing requirements. Staffing levels identified by the centre as appropriate for the conduct of safe programmes are outlined within the centre's standard operating procedures documentation.

The minimum occupancy rate of the centre will be considered only during bookings scheduling and will not be applied once bookings have been accepted.

Sole occupancy bookings will not generally be accepted from groups which have less than 50 paying participants. Shared occupancy bookings for groups with less than 50 paying participants will be accepted where possible and scheduled accordingly.

The centre will be at Full Operational Status for the Queensland State School year.

The centre will be open for full operations during the Department of Education and Training identified terms with all staff scheduled for work. The level of operations at all other times including vacation periods, public holidays, and weekends may vary at the discretion of the Principal. The centre will be closed between Christmas and the New Year holiday in keeping with Public Service Workplace Agreements.

Non Attendance / Reduced Numbers

Schools that either cancel or do not have 80 % of the booking number attend may have their booking for the following year cancelled or amended. If this cancellation occurs after bookings for following year are completed, school/s on the waiting list with an appropriate application may be offered the subsequent vacancy.

A limited number of week-end bookings will be accepted.

Weekend bookings will be scheduled only if centre staffing allocations permit them. Weekend bookings will be accepted once consideration of impact on 'on call administrators' has been determined.