Maroon Outdoor Education Centre
SCHOOL COORDINATOR’S 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. It is imperative that the latest forms are accessed from our website and that the planning process outlined on the camp planning 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 Medical Form
- Maroon OEC Medical Management Form

A Student Information Management Tool is available on the website. It is recommended that you use this tool to collate student information. You can use the tool to send all of the required information to us when it is all entered, via e-mail or print and fax. (When you use this tool, follow the installation instructions carefully.)

**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. Confirm booked dates.
- Organise the school staff that will be taking part in the program.
- Calculate the cost per student for the camp, including 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**).
- 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.
- 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: teacher 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.

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, 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 PPR for policies and procedures relating to the administration of medication. (http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx)

- 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.

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.

- Begin entering details into the student management tool. Ensure you assign each student to a class and a group as you go, and that dietary and medical notes are summarised comprehensively. (An entry of “Asthma” is insufficient, better to enter “Asthma-moderate-cold induced-daily preventer-reliever when required”)
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.)

Ensure that the special needs of students with serious medical, physical or psychological conditions/disabilities are addressed and planned for.

Meet with all students attending camp to reinforce reasons for camp and expectations of students attending camp.

Organise for a vehicle for the duration of the program to assist in the management of unforseen incidents (eg. health issues, medical appointments).

Finalise staff attending Maroon OEC and brief any late additions.

Discuss teacher responsibilities and duty of care with 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 entering all student information into the **student management tool**.

- Allocate students to cabins and rooms. Your Maroon Coordinator will tell you which cabins are available. Enter this into the tool for each student.

- Use the tool to produce the reports so that they can be checked.

- 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 tool to e-mail all of the completed reports to the Centre (ensure your MOEC coordinators e-mail address is on the front screen)

**Reminders:**

- Confirm destination (Maroon not Moogerah!!), arrival and departure times.

- Organise name tags for students if required. (The tool produces these.)

- 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, Medical Form and Medical Management Form (if required) for all students attending (These are best collated in activity groups and in alphabetical order)
- Completed Adult Consent & Medical Form for all teachers and any other adults attending.
- A copy of the student management tool on a USB or laptop.
- Contact details for your school administration (out of hours).

Reminders:
- Sporting equipment for ‘free time’.
- Resources required for your sessions.
- Video and camera for promotion/reflection.

When you arrive

Process:
- Introduce the MOEC coordinator if the students haven’t met him/her.
- 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. (They should know their cabin before they arrive.)
- A fire drill will be conducted to remove them from the cabins.
- The students and teachers will be split up into their groups for the program. (They should know these before they arrive.)
- Students and teacher/s in each group will begin working the program.
- School Coordinator and MOEC Principal/Deputy will meet at A Cabin, to review the alarm system, the support systems and student medical and other needs and grouping for the week. (You will need all of your consent forms and medicals with you)
- School teachers will join the meeting at 12.00am at the dining hall to discuss their student’s medical and other needs, the program for the week and clarify duties/issues they need to be aware of.

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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