

1. Definitions

- 1.1 DET – Department of Education and Training
- 1.2 WWCC – Working with Children Check

2. Purpose

- 2.1 To provide an opportunity for students from Grades 3 to 6 to experience a safe, enjoyable and challenging activity in an alpine environment.
- 2.2 To introduce new skills in skiing and snowboarding through professional and quality tuition.
- 2.3 To assist with the growth of social skills and the development of School Values in group situations when away from the home and school environment.

3. Scope

- 3.1 The Snowsports Policy is for students, parents and staff.

4. Policy

Snowsports Coordinator

- 4.1 The Snowsports Coordinator:
 - 4.1.1 will be appointed by the principal each year. The Snowsports Coordinator will take responsibility for ensuring this Policy is implemented;
 - 4.1.2 will liaise with the booking company, Snow Play Tours (at present), to ensure accommodation, transport and tuition are booked; and
 - 4.1.3 will conduct a review after the camp and report back to School Council.
- 4.2 DET Requirements
 - 4.2.1 The ratio of teachers to students specified by DET for an outdoor education camp (alpine) is 1:8.
 - 4.2.2 DET recommendations and requirements will be complied with at all times and include:
 - 4.2.2.1 staff/student ratios;
 - 4.2.2.2 staff qualifications/experience;
 - 4.2.2.3 student skills/knowledge acquisition;
 - 4.2.2.4 equipment and clothing requirements; and
 - 4.2.2.5 organisational requirements and management process.
- 4.3 The Snowsports Coordinator will convene a committee of teachers, and parents where appropriate, to meet regularly to assist with the organisation and implementation of the Snowsports Camp.

Essential Agreements

- 4.4 All parents and students attending the Snowsports Camp are to ensure they have read and agree to abide by the Snowsports Essential Agreement. These documents will be provided in the parent and student information packs.

- 4.5 All parents who have agreed to be a parent helper at the Snowsports Camp must attend the compulsory parent information session for parent helpers.

Students and Costings

- 4.6 Grade camps are a priority over the Snowsports Camp. Only students who have attended or have committed to attend their Grade camp, will be eligible for the Snowsports Camp.
- 4.7 A limited number of places at the Snowsports Camp are made available each year. A first in, first served process applies on the day that bookings open. Bookings are made online. A waiting list is generated if there are more applications than there are places. Vacancies created by applicants cancelling or withdrawing are filled from applicants on the waiting list.
- 4.8 Parents will be notified of the exact cost and other relevant details relating to the Snowsports Camp as soon as practicable but before bookings are made. All families will be given sufficient time to pay for the Snowsports Camp and instalment dates will be provided. Parents will be sent reminder notices a fortnight before the Snowsports Camp departure date reminding them of the need to finalise payments.
- 4.9 Students whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- 4.10 Any actions in breach of the Essential Agreement for Students will result in the student being withdrawn from Snowsports Camp activities for a time deemed appropriate by the teacher in charge.
- 4.11 Serious breaches or continued inappropriate behaviour will result in parents being notified and requested to collect their child from the Snowsports Camp. The Principal will be notified as soon as is practicable.
- 4.12 No refunds will be given for non-attendance. Please refer to Coatesville Primary School's Refund Policy for more information.
- 4.13 As Snowsports is an additional camp program beyond the grade level camps, those who have not paid or made a commitment towards their parent contributions will be ineligible to attend.

Information Evening

- 4.14 A Snowsports Camp information meeting will be held to inform prospective participants and their parents of the Snowsports Camp. Information will be advertised in the school newsletter.
- 4.15 Once numbers are confirmed a follow up information evening will be compulsory for all students and adults attending the Snowsports Camp.
- 4.16 Families should discuss and determine whether they would like their child to participate in the skiing or snowboarding discipline. Once selected and documented by the Snowsports Coordinator selections cannot be changed.
- 4.17 Emergency Management Plans are explained to staff and parents attending the compulsory information evening. The school's *Medications Policy* will be adhered to under the supervision of the Level 2 First Aid trained staff member in attendance at the Snowsports Camp.

Parents Attending

- 4.18 It is a DET and Coatesville Primary School requirement that any adult attending the Snowsports Camp in the role of parent helper possess a current WWCC and sign and acknowledge the Child Safe Standards which will be kept on file by the school.
- 4.19 The Snowsports Coordinator is to liaise with the Principal/Assistant Principal to approve the final list of parent attendees.

- 4.20 Parental participation is limited. A combination of parents who have previously attended and those who have not is preferred.
- 4.21 No more than one parent/guardian of a child/ren can attend the Snowsports Camp. Siblings of those attending Snowsports Camp are required to be at school during the Snowsports Camp period. Siblings and other family members are not permitted to attend the Snowsports Camp or attend any part of the Snowsports Camp activities.
- 4.22 Any actions by parents in breach of the Essential Agreement for Parents will result in the parent no longer being permitted to continue their involvement or participation in the relevant Snowsports Camp activity. The Principal will be notified as soon as is practicable.

Other

- 4.23 Compulsory teacher and student meetings are held on a weekly basis in the lead up to the Snowsports Camp. Information including notices and payments, allocation of yellow jackets and organisation of the Snowsports Camp will be discussed. Non-attendance may result in the student being withdrawn from the Snowsports Camp.

5. Further Information and Resources

- 5.1 Anaphylaxis Policy
- 5.2 Asthma Policy
- 5.3 Camps Policy
- 5.4 Child Safe Policy
- 5.5 Downhill Skiing and Snowboarding

<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorskiingdown.aspx>

- 5.6 Duty of Care Policy
- 5.7 First Aid Policy
- 5.8 Incursion and Excursion Policy

6. Evaluation

- 6.1 This policy will be reviewed every year as part of the school's regular policy review cycle.