

Rubicon Outdoor Centre

NAYOOK CAMPUS

Visiting Teacher Information Package

In general, the Nayook staff are responsible for conducting the technical side of activities, with assistance from Visiting Staff. The Visiting Teachers (VTs) are on duty most of the time at the Centre in either an assistant capacity or in charge of students. Visiting Staff are actively involved in the program from 7.00 a.m. to 10.00 p.m., and are fully responsible between 10.00 p.m. and 7.00 a.m. the following morning (Nayook's Assistant Principal or duty staff member may be contacted after hours for emergencies).

Visiting Teachers are responsible for

- Supervision of students on the way to and from Nayook
- Assisting with meal and duty group supervision.
- Assisting Nayook staff during activities.
- General supervision of the rec. hall and the grounds during student free time.
- Overnight supervision of students after the evening activity session.

First Aid and Medical Facilities

Nayook Staff are trained in First Aid and carry First Aid Kits in the field. The Centre has additional equipment and a stock of first aid supplies. There are a medical centre in Neerim South, 15 minutes from the Centre. Nayook staff are responsible for the distribution of students' personal medication. A confidential summary of students' medical information will be provided.

Clothing Requirements

Dress during the camp will be informal, but students and teachers should adhere to safety standards for the activities, as advised by the Centre staff. Teachers and students alike should be prepared for variations of temperature in all seasons. Rubicon is a “Sun Smart” school. Visiting Teachers should bring the clothes and equipment as outlined in the students' lists. Nayook will provide you with all technical gear for your program including a daypack & rainwear.

Code of Conduct

Rubicon Outdoor Centre is a Department of Education school; it is important for teachers and students to understand this and to be clear that this is not a holiday camp. It should be made clear to students there will be little spare time and they must adhere to the set timetable. Rules at the Centre are based on respect for self, others and the environment. Parents may be asked to arrange for removal of students who infringe rules.

Please view the Code of Conduct Guidelines at
www.rubicon.vic.edu.au

Grouping And Accommodation

Visiting staff will be allocated a room next to the student dormitories and will be in charge of students overnight.

School Contact Person

A Contact Person must be nominated by the School to receive and pass on information while students are in residence. This person is normally either the Assistant Principal or the Year level coordinator.

Direct phone contact between parents and students during the Camp is available for urgent personal reasons. The centre does not encourage students

to bring mobile phones. Visiting Staff will be asked to hold onto any student mobile phones that are brought to the centre.

Facilities

A recreation hall complete with table tennis table and pool table; a basketball court and a variety of sports equipment are available for use at specified times. A selection of musical instruments and indoor board games are available in the rec. hall. A CD player is provided in the Hall for students to use. Visiting staff will be asked to care for any personal MP3 players or iPods brought to the Centre.

Staff who bring their laptop may connect to the internet, to correspond with their home school, (digital photos, reports etc.). Alternatively, visiting staff may use one of the PCs onsite.

A telephone is available for visiting staff and important (as deemed by staff) calls for students. The cost of private phone calls is the responsibility of the Visiting staff. Nayook generally discourages students from using the phone except in exceptional circumstances. Students are requested to leave their Mobile Phone at home.

**Contact Phone Number for Visiting Staff after hours is:
(03) 5628 4210**

This phone is often unattended whilst staff and students are involved in activities. The best solution is to arrange a time to call. Alternatively, a message can be made through the office during office hours on 5628 4210 or fax 5628 4407. Please note that Visiting Teachers will always be unavailable between 9:00am and 12:00 noon and between 2:00pm and 5:00pm.

Note: All parents should contact the Centre via the School Contact Person only.

Equipment Issue

Water proof coats, day packs and overpants are available, and will be issued to students and Visiting Staff as weather conditions and the program require. All students must bring a fitted sheet, sleeping bag pillow and a pillowslip. Staff rooms have a bed with doona and all linen provided.