

RUBICON OUTDOOR CENTRE

VISITING TEACHERS' INFORMATION PACKAGE

In general, the Rubicon 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 (Rubicon's Principal, Assistant Principal or Site Manager may be contacted after hours for emergencies).

Visiting Teachers are responsible for

- Bringing one Lap top computer per school to allow camp photos to be copied
- Distribution of students' medications, and supervision of sick students.
- Supervision of the Camp's Meteorological reporting system.
- Organisation and supervision of one 90min. evening session. The activity conducted in that session will be discussed with the Assistant Principal.
- Breakfast and Supper supervision.
- Assisting Rubicon staff during activities.
- Assistance with general supervision of the hall and the grounds during student free time as per a negotiated Staff Duty Roster.
- Preparation of a detailed report on the camp, for discussion with the Assistant Principal on the final day.

First Aid And Medical Facilities

Rubicon 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 several medical clinics and a hospital within 15 minutes of the Centre. Visiting 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 “Sunsmart” school. Visiting Teachers should bring the clothes and equipment as outlined in the students' lists.

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. (see separate sheet "Centre Rules"). 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 in a student dormitory, and will be in charge of students in that dormitory.

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, table soccer and pool table; a basketball/netball court, beach volleyball court, playing oval 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 student lounge. 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.

Rubicon Outdoor Centre has a well-equipped laundry, drying room and clothes line for students. The laundry has two washing machines, and a tumble dryer. Soap powder in small sachets may be purchased from Rubicon staff.

Staff who bring their laptop may connect to VicOne, to correspond with their home school, (digital photos, reports etc.)

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. Rubicon generally discourages students from using the phone except in exceptional circumstances.

Students are requested to leave their Mobile Phone at home.

Note: the mail arrives at the Centre at approximately 10.30 a.m.

**Contact Phone Number for Visiting Staff after hours is:
(03) 5773 2285.**

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 5773 2285 or fax 5773 2441. 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 and visiting staff must bring two sheets and a pillow slip. A doona and pillow are provided. For hygiene reasons, sleeping bags are not to be used in the dormitories.