

Department of Education and Training Parent/Carer VCE CHES Camp Consent

Name of school: Centre for Higher Education Studies

Title of excursion/camp: CHES VCE Orientation Program 2024

Educational purpose of the program:

Our Orientation Program allows for students to meet the CHES team, their VCE teachers and fellow students. The program begins their learning journey with us, familiarising students with their VCE studies for 2025 and the CHES facilities. This will include sessions on the core knowledge and skills for their chosen VCE subject from their teachers and external industry experts and academics, practical guidance on how to access the online learning tools and demonstrations of the hy-flex learning class. Throughout the program students are encouraged to actively engage and ask questions about their course, ensuring that they are confident in beginning their studies. Social events will run alongside the program, including optional evening events.

Details of supervising staff:

Stewart Milner – Principal

Fabiano Nigro – Assistant Principal

Sapphira Talbot-Strettle – Learning Specialist

Additional staff as required

Costs:

CHES will cover the costs of accommodation and meals to enable students to attend the program. Accommodation at CYC has been booked and is available to allow all students to attend the full program. Priority for accommodation will be given to students travelling from regional or rural areas first. There is no charge to families for participation in this important orientation program however travel costs are the responsibility of families.

For a confidential discussion about financial support options, including covering travel costs, please contact our Business Manager, Belinda Hill on the below:

Ph: 03 9063 1170 | Email: ches@education.vic.gov.au

Name and contact details of the 24-hour school emergency contact:

Stewart Milner 0411 615 786

Arrival details:

Monday 2nd December 2024 12:30pm commence arrival at CHES, 669 Chapel Street, South Yarra, 3141. Due to the anticipated variation in travel times for students the program will begin with a range of activities which students can join throughout the afternoon.

All students will have the option to join in the evening activities even if they are not staying overnight at CYC.

Students staying at CYC will be escorted to the venue at 3:30pm.

Students not staying at CYC but attending evening activities will remain at CHES until evening activities commence, and will be dismissed to go home from the activity location in Melbourne Central.

Students not attending the evening activities will be dismissed from CHES at 3.30pm

Tuesday 3rd December 2024 9.00am commence arrival at CHES.

For those staying at CYC we will have breakfast and travel via public transport to the CHES site.

The official program will begin at 9:15am and is compulsory for all students to attend.

Students staying at CYC will be escorted to the venue after the evening activities.

Students not staying at CYC but attending evening activities will remain at CHES until evening activities commence and will be dismissed to go home from CHES at the cessation of the activities.

Students not attending the evening activities will be dismissed from CHES at 3.45pm.

Wednesday 4th December 2024 9.15am arrival at State Library Victoria, meeting outside the main entrance. For those staying at CYC they will have breakfast and travel via public transport.

Departure details:

Wednesday 4th December the official program will end at 12:30pm.
Students with luggage stored at CYC will return to collect and depart from CYC.
Students not staying at CYC will be dismissed from the city at 12.30pm to make their own way home.

Distance from expert medical care:

The Royal Melbourne Hospital is located 4km from the CYC accommodation.
The Alfred Hospital is located 2km from the CHES building in South Yarra.

Accommodation arrangements:

CYC City site, 538 Collins Street, Melbourne, 3000. Students will stay in secured shared rooms of 6 with an ensuite bathroom. All bedding, towels, and meals will be provided. A private function room with TVs, couches and quiet spaces is available. Free Wi-Fi can be accessed across the site.

Travel arrangements:

During the program public transport will be utilised for all travel. Please ensure that you have a myki card or request one by contacting Belinda Hill via email ches@education.vic.gov.au

Adventure activities to be undertaken or that may be offered to students throughout the program:

N/A

Activities within this program present the potential for students to sustain physical injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.

Travelling on public transport and walking in the CBD area.

A risk management plan for this program has been developed by staff and is available for parents to review on request.

Attachments

- Medical form – return with signed consent form
- Dietary Requirements form - return with signed consent form
- Code of Conduct form - return with signed consent form
- Clothing and equipment list
- CYC Luggage Policy

Student behaviour

I understand that in the event of my child's misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.

Student illness

I understand that in the event excursion staff determine it is necessary for my child to be sent home early due to illness, any cost associated with his/her return will be my responsibility.

Cancellations or Alterations

I understand that the principal may need to cancel or alter excursion arrangements at short notice, for safety reasons or due to circumstances beyond the control of the school, and while the principal will try to minimise inconvenience or financial losses to parents, these may be unavoidable.

Student accident insurance and ambulance cover

The Department of Education does not provide student accident insurance or ambulance cover. Parents may wish to obtain student accident insurance from a commercial insurer and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

Parent/Carer consent

I have read all the above information provided by the school in relation to the CHES VCE Orientation Program, including any attached material.

I give permission for my child _____ (full name) to attend.

Please indicate your child’s accommodation needs:

	Insert Initials
My child will* require accommodation at CYC and will travel independently on the arrival and departure dates.	
My child will not require accommodation at CYC and will travel independently to attend the program each day. They will not be attending the evening events.	
My child will not require accommodation at CYC and will travel independently to attend the program each day. They will be attending the evening events.	

Parent/carers: _____ (full name)

_____ (signature) _____ (date)

In case of emergency, I can be contacted on:

_____ OR _____

***Please note:** Priority for accommodation at CYC will be given to students from rural/regional areas. Other students will be offered places only if available.

*Please return this form with the Code of Conduct, Medical Consent and Dietary Requirement forms by
Wednesday 13th November 2024*



Confidential Medical Information Form

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. The medical information on this form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education and Training is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Event: **CHES VCE Orientation Program**
Date(s): **Monday 2nd December 2024 to Wednesday 4th December 2024**

*Please return this form with the Consent, Code of Conduct and Dietary Requirement Forms by
Wednesday 13th November 2024*

Student's full name:

Student's address:

Postcode:

Date of birth:

Year level:

Parent/guardian's full name:

Emergency telephone numbers: *After hours*

Business hours

Name of person to contact in an emergency (if parent/guardian is unavailable):

Emergency telephone numbers: *After hours*

Business hours

Name of family doctor: _____

Address of family doctor:

Phone number:

Medicare number:

Medical/hospital insurance fund:

Member number:

Ambulance subscriber? Yes No If yes, ambulance number:

Is this the first time your child has been away from home? Yes No

Please tick if your child is living with any of the following health conditions:

- Asthma (if ticked complete Asthma Management Plan)
 Anaphylaxis (if ticked review and update the Individual Management Plan for the camp or excursion)
 Bed wetting Blackouts Diabetes Dizzy spells Migraine
 Heart condition Sleepwalking Travel sickness Seizure of any type
 Other: _____

Allergies

Please tick if your child is allergic to any of the following:

- Penicillin Other Drugs: _____
 Foods: _____
 Other allergies: _____

What special care is recommended for these allergies? _____

Year of last tetanus immunisation: _____
(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

Medication

Is your child taking any medicine(s)? Yes No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

All medication will be kept by the student, who will be responsible for administering it themselves. Please inform the teacher-in-charge if it is necessary for the school to be responsible for administering any medication.

Medical consent

If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child (if considered reasonably necessary). In the event that your child needs medical attention during the excursions, school staff will contact you as soon as practically possible.

Signature of parent/guardian (named above) _____

Date:

The Department of Education and Training requires this consent to be signed for all students who attend government school non-local excursions.

Dietary Requirements Form

CHES VCE Orientation Program

ALL STUDENTS are to complete this form. If you have no allergies or special dietary needs, fill in the student name, school and parent signature fields and leave the other sections blank.

*Please return this form with the Consent, Code of Conduct and Medical Consent Forms by **Wednesday 13th November 2024***

Student Full Name: _____

Base School: _____

Please tick if you have **allergies** to any of the following:

- Anaphylaxis to:** _____
- Allergy**
- Dairy/ Lactose
- Gluten
- Fructose
- Nuts
- Eggs
- Any other known allergies (please list):

Special Dietary Needs- please tick

- Vegetarian (Chicken Y N Fish Y N Eggs Y N Dairy Y N)
- Vegan
- No ham/pork
- No red meat
- Halal
- Other- please provide details regarding dietary requirements

Parent Signature: _____ Date: _____

Code of Conduct – CHES VCE Orientation Program

The teachers accompanying this program will take all reasonable care for the safety and wellbeing of students in their charge. To ensure that reasonable and adequate supervision is maintained, basic expectations and rules covering student behaviour must be clearly understood and accepted by all those participating. No student will be permitted to attend if this Code of Conduct is not signed by the students themselves and their parent/guardian.

It is essential that students and their parents/guardians read and discuss these rules, and acknowledge their agreement to comply with them, below.

1. As ambassadors for CHES, polite, respectful and ethical behaviour is expected at all times.
2. Normal school expectations will apply, including immediate response to staff instructions.
3. Students will always abide by all venue rules and expectations and the laws of Australia.
4. Students are to remain with others from the CHES group at all times. Under no circumstances should a student be on their own during the program.
5. No smoking, vaping or drinking of alcohol will be permitted at any time.
6. Students should immediately report any injury, illness, theft, or lost item to the teachers in charge.
7. Students are expected to respect the personal property of others, and to look after their environment.
8. Curfew times will be set and decided upon by the teacher(s) in charge. Students are to abide by these nominated times. Students are to remain in their own accommodation after curfew and are not permitted in each other's accommodation at any time.
9. Students will attend all nominated venues and commitments on time, in the appropriate clothing and/or with the correct equipment.
10. Student mobile phones are optional. Staff will have phones that can be accessed when required and upon request. Students are not required to bring laptops, iPads or other similar devices, but if they choose to do so will need to manage their items and bring it at their own risk.

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CHES VCE ORIENTATION PROGRAM DECLARATION

I, hereby agree that whilst participating at the CHES VCE Orientation program I will behave in a sensible and appropriate manner and agree to comply with this Code of Conduct throughout the duration of the program.

Student Signature Date

I fully support the teachers in upholding the established rules outlined in the Code of Conduct. If my child violates the program's rules and expectations to the extent that the principal deems it necessary to send them home, I agree to cover any additional transportation costs incurred.

Parent Name: Emergency Telephone No.

Parent's Signature Date

Please return this form with the Consent, Medical Information and Dietary Requirement forms by
Wednesday 13th November 2024

\EXCURSIONS

CLOTHING AND PERSONAL EQUIPMENT LIST

Essential clothing and equipment all students must bring

Casual clothing suitable for indoor and outdoor activities. There will be limited time to change during the day, so it is encouraged that layers are worn.

A Myki card with sufficient funds for three days of travel.

Those staying at CYC should bring one **carry-on** sized piece of luggage. (Please read the CYC Luggage Policy for additional guidance)

Bedding and Towels

All bedding and towels are provided for those staying at CYC.

Toiletries

Personal toiletries including soap, shower gel, shampoo, toothbrush and toothpaste
Sunscreen

**As a health precaution and per CYC rules students are advised not to bring aerosol propellant cans e.g. deodorant sprays.*

Personal Equipment

Personal medical requirements – only those listed on the medical consent form.

Student mobile phones are optional. Any phones or electronic equipment brought by students will be the responsibility of the student. **CHES staff will not be responsible for loss or damage to any personal equipment.** Staff will have phones for access when required. Students are not required to bring laptops, iPads or other similar devices, but if they choose to do so will need to manage their items and bring it at their own risk.

Money

For students staying at CYC: All meals will be provided. Students may wish to bring additional funds for purchasing snacks or incidental items.

For students travelling to CHES and attending the evening activities: all meals will be provided. Students may wish to bring additional funds for purchasing snacks or incidental items.

For students travelling to CHES each day: Morning and/or afternoon tea will be provided on each day. Lunch will be provided on Tuesday 3rd December.

PROHIBITED ITEMS

Students must **not** bring alcohol, cigarettes (including e-cigarettes), medication not documented on the medical form, or illegal substances.

Luggage Policy



City CYC is located in a four level building in the CBD. Luggage is moved in and out of the accommodation areas on trolleys via one passenger lift. City CYC staff will assist groups with this.

Due to employee health and safety regulations, and for your own comfort and safety when carrying your luggage to/from transport, City CYC endorses the following luggage size and weight restrictions:

BAG SIZE LIMIT = 55cm
BAG WEIGHT LIMIT = 7kg



we recommend a school backpack

PLEASE NOTE – City CYC staff are not able to handle bags that exceed the size/weight limits. Oversized and heavy bags will need to be moved to/from accommodation areas by students/teachers.

Students/teachers also need to bring a small day pack for carrying their packed lunch, water bottle and other items for daytime activities.



What To Bring To Camp

- Clothing (to suit weather forecast)
- Warm/Waterproof coat
- Comfortable walking shoes
- Toiletries
- Day Pack & Water Bottle

Please **DO NOT** bring aerosol sprays (deodorant, hairspray, etc.)

You **DON'T** need to bring bedding, pillow or a towel – these are all supplied by City CYC



If you have any further queries, please contact our office at 9614 8632 or citygroups@cyc.org.au