1. **Purpose**
   1.1 To provide an opportunity for students from Grade 3 to 6 to experience a safe, enjoyable and challenging activity in an alpine environment.
   1.2 To introduce and develop skills in skiing and snowboarding through professional and quality tuition.
   1.3 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.

2. **Guidelines**
   2.1 **Grade Camps**
      2.1.1 Grade camps are a priority over the Snow Sports camp. Only students who have attended or have committed to attend their Grade camp, will be eligible for the Snow Sports camp.

   2.2 **Snow Sports Venue**
      2.2.1 The Snow Sports camp is held at Mt Buller.

   2.3 **Snow Sports Coordinator**
      2.3.1 A Snow Sports coordinator will be appointed by the Principal each year. The coordinator will take responsibility for ensuring that the policy is implemented, including pre-booking accommodation, transport and tuition.

   2.4 **DEECD Requirements**
      2.4.1 The ratio of teachers to students specified by DEECD for an outdoor education camp (alpine) is 1:8.
      2.4.2 DEECD recommendations and requirements will be complied with at all times and include;
         2.4.2.1 staff/student ratios
         2.4.2.2 staff qualifications/experience
         2.4.2.3 student skill/knowledge acquisition
         2.4.2.4 equipment and clothing requirements
         2.4.2.5 organisational requirements and management processes.

   2.5 **School Council**
      2.5.1 A representative will report to School Council relating to full costing, numbers and names of student participants, staff supervising and parents who will be assisting the teachers. Finance subcommittee is to be provided with full costs and will assist with organisation, where appropriate. School Council will be provided with survey feedback following the camp.
2.6 Costing & Payments
   2.6.1 The camp will be costed at the beginning of each year with detailed information and estimates presented to School Council early in Term 2.

2.7 Working with Children Checks
   2.7.1 It is a DEECD and Coatesville PS requirement that any adult attending the camp in the role of parent helper possess a current Working with Children Check which must be kept on file by the school.

2.8 Essential Agreements:-
   2.8.1 For Parents:
       2.8.1.1 All parents attending the Snow Sports camp are to ensure they have read and agree to abide by the Snow Sports Essential Agreement for Parents. This document will be provided in the parent information pack.
       2.8.1.2 All parents who have agreed to be a parent helper at Snow Sports must attend the compulsory parent information session for parent helpers.

   2.8.2 For Students
       2.8.2.1 All students attending the Snow Sports camp are required to read and abide by the Snow Sports Essential Agreement for Students.
       2.8.2.2 All students who intend to participate in the Snow Sports camp are required to attend a Snow Sports information session in the company of a parent/carer prior to the camp.

2.9 Excursion / Incursion Policy:-
   2.9.1 This policy is to be read in conjunction with the Excursion & Incursion Policy

3. Implementation
   3.1 A limited number of places are made available each year. A first in, first served process applies on the day that bookings open. Bookings will open online. A waiting list is generated in the event of cancellation or withdrawal.

   3.2 Costing & Payments
       3.2.1 Parents will be notified of the exact costs and other relevant details as soon as practicable. All families will be given sufficient time to make payments for the camp and instalment dates will be provided. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payments.

       3.2.2 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.

       3.2.3 No refunds will be given for non-attendance. In exceptional circumstances a portion may be refunded, if medical or other relevant evidence is provided to the Principal, or delegate.
3.3 **Snow Sports Camp Committee**

3.3.1 The Snow Sports camp coordinator will convene a committee of teachers, and parents where appropriate, to meet regularly to assist with the organisation and implementation of the Snow Sports camp.

3.4 **Information Evenings**

3.4.1 A Snow Sports Camp information meeting will be held early in Term 2 to inform prospective participants and their parents of the Snow Sports camp. Information will be advertised in the school newsletter.

3.4.2 Once numbers are confirmed a follow up Information Evening will be compulsory for all attending students and adults.

3.5 **Selection of Activity**

3.5.1 Families discuss and decide on which skiing or snowboarding discipline they would like their child to participate in. Once selected and documented by the Snow Sports camp coordinator selections cannot be changed.

3.6 **Emergencies/Accidents/First Aid**

3.6.1 Emergency Management Plans are explained to staff and parents attending the compulsory information evening. Coatesville Administration of Medicines policy will be adhered to under the supervision of the Level 2 First Aid trained staff member, in attendance at the camp.

3.7 **Parents Attending**

3.7.1 The Snow Sports camp coordinator is to liaise with the Principal/Assistant Principal to approve the final list of parent attendees.

3.7.2 Parental participation is limited. A combination parents who have previously attended and those who have not is preferred.

3.7.3 Both parents of a child cannot attend the camp.

3.8 **Student Meetings**

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

3.9 **Safety**

3.9.1 It is compulsory that all students wear the Coatesville yellow jacket for identification and safety on the mountain.

3.9.2 Students will travel from the point of departure to the destination in seat-belted coaches. In the unlikely event that a non-seat belted coach arrives, every effort is to be made to obtain one within an appropriate time. Should one not be made available every parent must be contacted to seek approval before boarding. A record of parental approval is to be kept by the teacher in charge, preferably via iPhone App-Konnective.
3.10 Breaches of Essential Agreement for Students

3.10.1 Any actions in breach of the Essential Agreement for Students will result in the student being withdrawn from activities for a time deemed appropriate by the teacher in charge.

3.10.2 Serious breaches or continued inappropriate behaviour will result in parents being notified and requested to collect their child from the camp. The Principal will be notified as soon as is practicable.

3.11 Breaches of Essential Agreement for Parents

3.11.1 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 Snow Sports activity. The Principal will be notified as soon as is practicable.

4. Evaluation

4.1 An evaluation process will be conducted annually, including (but not limited to):
   - Student survey
   - Parent feedback

4.2 Results presented to School Council at the completion of the camp.

5. Review:

5.1 This policy will be reviewed annually in line with school review processes.