



[Help for non-English speakers](#)

[If you need help to understand the information in this policy please contact the school office.](#)

## Purpose

To provide an opportunity for students from Grades 3 to 6 to experience a safe, enjoyable and challenging outdoor education activity in an alpine environment.

To introduce new skills in skiing and snowboarding through professional and high-quality tuition.

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.

## Scope

The Snowsports Policy is for students, parents and staff.

## Definitions

DoE – Department of Education

WWCC – Working with Children Check

Staff – Department of Education employee approved by the principal who provides supervisory, instructional or educational elements of the activity or excursion. approved by the principal who provides supervisory, instructional or educational elements of the activity or excursion.

Snowsports Parent Helpers - any parent approved by the principal to support supervisory, instructional or educational elements of the activity or excursion.

## Policy

### **Snowsports Coordinator**

The Snowsports Coordinator:

- will be appointed by the Principal each year. The Snowsports Coordinator will take responsibility for ensuring this Policy is implemented;
- will liaise with the booking company to ensure accommodation, transport and tuition are booked; and
- will conduct a review after the camp and report back to School Council.

### **Department Requirements**

The ratio of staff to students specified by The Department of Education for an outdoor education camp (alpine) is 1:8.

Department recommendations and requirements will be complied with at all times and include:

- staff/student ratios;
- staff qualifications/experience;
- student skills/knowledge acquisition;
- equipment and clothing requirements; and
- organisational requirements and management process.

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

All snowsports parent helpers 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.

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

## Eligibility and Selection

Grade camps are a priority over the Snowsports Camp. Students in Grade 4 - 6 must attend or have committed to attend their Grade camp to be eligible for the Snowsports Camp. This does not apply to Grade 3 students.

Because of the high cost of this camp and the need to prioritise educational resources, school fees need to be finalised prior to attending Snowsports Camp.

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. If there are more applications than positions, the preference will be given to senior school students in descending order from Grade 6. Siblings will be considered on a case by case basis.

Once places have been allocated as above, 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.

## Costings

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 installment 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.

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.

There is a cost for parents attending the Snowsports Camp, this cost is incurred by the parent in addition to the cost of the student attending the camp.

No refunds will be given for non-attendance. Please refer to Coatesville Primary School's [Refund Policy](#) for more information.

## Behavioural Expectations

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.

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.

## Information Evenings

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.

Once numbers are confirmed, a follow-up information evening will be compulsory for all students and snowsports parent helpers attending the Snowsports Camp.

Emergency Management Plans are explained to staff and parents attending the compulsory information evening. The school's [First Aid Policy](#) and [Health Care Needs Policy](#) will be adhered to under the supervision of the Level 2 First Aid trained staff member in attendance at the Snowsports Camp.

Following the information meeting, parents/carers will be emailed a link to complete an application for Snowsports Camp, which requires parents/carers to provide information regarding the student's skiing ability. This information is used to determine ski lesson groups and free ski groups. These groups are continuously monitored and assessed by the instructors and in consultation with the Snowsports Coordinator.

## Parents Attending

The Snowsports Coordinator is to liaise with the Principal/Assistant Principal to approve the final list of parent attendees.

Parental attendance is limited. A combination of parents who have previously attended and those who have not is preferred.

It is a DoE and Coatesville Primary School requirement that any adult attending the Snowsports Camp in the role of snowsports parent helper possess a current WWCC and has completed the Child Safety Induction Pack. Completion of the pack requirements and WWCC details will be kept on file by the school.

No more than one parent/carer of a child/ren can attend the Snowsports Camp. Siblings who are Coatesville students of those attending Snowsports Camp, and not attending Snowsports Camp, are required to be at school during the Snowsports Camp period. Siblings who are not Coatesville students and other family members are not permitted to attend the Snowsports Camp or attend any part of the Snowsports Camp activities.

Any actions by parents in breach of the Essential Agreement for Snowsports Parent Helpers 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

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.

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Shared with teachers during camp planning
- Hard copy available from school administration upon request

## Further Information and Resources

Alpine Responsibility Code - [Alpine Responsibility Code](#)

[Anaphylaxis Policy](#)

[Asthma Policy](#)

[Camps and Excursions Policy](#)

[Child Safety and Wellbeing Policy](#)

Snow Activities - [Excursions: Adventure activities | education.vic.gov.au](#)

[Duty of Care Policy](#)

[First Aid Policy](#)

## Policy Review and Approval

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

Policy last reviewed	May 2025
Approved by	Principal & School Council
Review Cycle	3 - 4 years
Next scheduled review date	2028