Distance Education

Residential School Sessions

Policy Scope
This policy relates to ACC Marsden Park Ltd.

Policy
The school implements a 15 day mandatory residential program for distance education students.

The school provides additional residential sessions, generally for the purpose of completing practical outcomes in the learning program. These sessions may be scheduled into the mandatory residential program or they may be separate events.

The purpose of this policy is to:
1. Provide an overview of the structure of the program
2. Detail the procedures for planning for the residential program
3. Detail the procedures for notifying parents
4. Detail the procedures for maintaining attendance at the residential program
5. Detail the procedures for following up with students who have not attended the residential program
The Residential Sessions for students in Years 3-10
The residential program divides the 15 days of mandatory residential attendance into three blocks of five days:

1. Week A - Maths & English & HSIE - Term 1
2. Week B - Science & Technology - Term 2
3. Week C - PDHPE & Performing Arts - Term 3

Where the need requires, ACC may provide up to 2 additional weeks in Term 4 to allow students, whose attendance has been compromised, to complete the mandatory days.

Students have the option of attending at the Marsden Park/Riverstone Campus or at an approved camp venue.

Students in Years 3-5 who attend camp must do so with their onsite supervisor. Students in Years 6-10 may attend camp without their onsite supervisor. Onsite supervisors may elect to attend the camp program.

Additional Residential Sessions
Students are invited to attend all school sporting carnivals, creative arts events and awards events.

Students in Years 7-10 are invited to attend a Science Day focused on lab skills at the Marsden Park campus. The experiments and the methods for this Science Day are also uploaded in the Learning Management System (LMS).

The Residential Sessions for students in Years 11-12
The residential program for students in Year 11 & 12 is based on:

1. An orientation program into the Preliminary and the HSC cohort
2. The Senior School Study Camp
3. Term Study Days
4. Examination Days

Additional Residential Sessions
Students are invited to attend all school sporting carnivals, creative arts events and awards events. Year 12 students are also invited to attend the School Formal.

Students may be required to attend additional residential sessions based on the subjects they have chosen. Refer to the Preliminary/HSC Handbook for DE students for more information.
Procedures

Who is responsible for planning and implementing the logistics of the residential program?
1. The Residential Schools Officer is the person who is responsible for planning and implementing the logistics of the residential program.
2. The Residential Schools Officer works with DE Teachers, Head of DE and the Principal.

The Planning Process for the Residential Program

For the camp venue:
1. The Residential Schools Officer will make contact with various campsites to work out prospective dates for the residential. A different campsite will be used in Week A, B, and C. The venues for the camps are spread around different regions of NSW, to make travel easier for different groups of families at different times.
2. The Residential Schools Officer will discuss and finalise dates and venues with the Principal and Head of Distance Education.
3. The Residential Schools Officer officer will send a notification of dates and venues for the residential sessions to parents/guardians, and request them to choose whether they will attend the camp or the Marsden Park Campus venue.
4. The Residential Schools Officer will coordinate all logistical information regarding the program. This includes:
   a. Booking and facilities
   b. Facilitate payment and bookings
   c. Risk assessment
   d. Arranging who will sleep in different rooms
   e. Collating medical and dietary information for students, including information on any socio-emotional issues or anxiety concerns, and providing these to teachers attending the camp
   f. Collating emergency phone numbers and other important details required by the school and providing these to teachers attending the camp
   g. Arranging some night activities if these are not provided by the camp (such as a movie night)
   h. Arranging what afternoon activities will take place at the camp, such as dirt bike riding, bush survival skills etc.
   i. Selecting activities that are low cost where possible, to reduce the impact of the camp on parents/guardians
   j. Issuing updates to parents/guardians on behavioural expectations and things to bring
   k. Providing teaching staff with an up-to-date roll to take with them on the camp
   l. Co-ordinating incursions held at the campsite, such as a visit by a Science company specialising in use of chemicals.
5. The teaching staff attending the camp will arrange the educational program of the camp and remain with students for the duration of the camp. They will, however, sleep in a separate cabin from students.

For the school venue:
1. Rooms and staffing for the residential are arranged by the Residential Schools Officer in conjunction with the Principal and the Head of DE.
2. The DE teaching staff will arrange the educational program

How does the school notify parents/guardians and students about the program?
The school notifies all prospective parents and students of the requirement to participate in the mandatory residential school:
1. On the school website
2. During the initial phone call with the Enrolment Officer or DE Teacher prior to enrolment
3. As a condition of enrolment as per the Enrolment Contract

Once dates for the residential school have been set, the Residential Schools Officer will notify all current parents and students of the requirement to participate in the mandatory residential school:
1. In the Schoology forum for Marsden Park students (Takumuna - Marsden Park)
2. Via direct email to parents through Quickschools

The emailed notification will also include a form parents need to fill out and sign, nominating which residential venue they will attend.

It is made clear, both at enrolment and in the emails sent to parents through Quickschools, that fees for the Off campus camp venues are an additional cost for parents/guardians. It is also made clear that fees for the Marsden Park/Riverstone residential, are included in annual school fees on a pro-rata basis.
Absence from the Residential Program

It is expected that all students attend the residential program as it is a requirement for the student’s ongoing enrolment in distance education.

The Principal may grant an absence from the residential program on the following grounds:
1. The student has been in attendance at a school prior to commencing distance education (only applicable for the first year of enrolment)
2. Travel/Misadventure
3. Personal Loss/Bereavement
4. Significant medical issues with ongoing professional advice
5. Significant socio-emotional issues with ongoing professional advice

Students in Year 11-12 refer to the Preliminary and HSC Policy for information regarding absence from the residential program.

Attendance, Safety & Welfare at the Residential Programs

1. The Residential Schools Officer will ensure that camp venues comply with all relevant safety and welfare requirements for school students. This includes risk assessments and concerns about anaphylaxis.
2. The DE teacher will maintain an attendance roll during the residential program. The Residential Schools Officer will maintain an overall record of student attendance at the residential program.
3. The Residential Schools Officer will follow up with students who were scheduled to attend the residential program but did not attend.

Policy Review

On change of legislation or at the discretion of the School Board of ACC Marsden Park Ltd.

Policy Version

5.0