School for Student Leadership
Alpine School Campus

SCHOOL AND PROGRAM INFORMATION

Principal: **Mr. Mark Reeves**
Campus Principal: **Mr. Russell Shem**

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THE SCHOOL FOR STUDENT LEADERSHIP

The School for Student Leadership (SSL) is a Victorian Department of Education and Training school specialising in leadership education for students in Year 9.

Our Vision: We provide experiential education that supports personal growth, aspiration and transformation of all students as global citizens.

Our mission: To provide an immersive State-Wide residential program for Year 9 Government school students which enables them to grow into better citizens and leaders through increased self-awareness, social engagement, community connection and environmental stewardship.

Our Campuses:
- The Alpine School Campus is located at Dinner Plain, in the Victorian Alps.
- The Snowy River Campus is located at Marlo, in East Gippsland
- Gnurad-Gundidj Campus is located at Glenormiston, in the Western District.
- Haining Farm Campus is located at Don Valley, in the Yarra Ranges Shire

The School for Student Leadership accepts students from metropolitan and country regions each term. This will enable students from different backgrounds to share the experience and opportunities provided through the program. The school offers a fully residential program for one school term with accommodation for up to 45 students in a purpose-built facility.

Students apply to attend the programs through a process that links their application to a proposed Community Learning Project (CLP). The CLP is the curriculum thread that runs in an adjoining and continuous manner through the program. It provides the purpose for attendance and the motivation for departure. Students symbolically are wedded to their projects, which aim to deliver an action outcome of their learning into their home communities.

THE ALPINE SCHOOL CAMPUS

The Alpine School Campus is situated at an altitude of 1600 metres near the Dinner Plain Village in North Eastern Victoria. The location of the Campus allows a tremendous opportunity for exploring and interacting with many iconic locations in the Victorian Alps, including: the Victoria River, Mt Loch, various huts in the high country, Swindler's spur and Mt Hotham. Seasonal features of the outdoor program include cross-country and downhill skiing, mountain bike riding along the Dinner Plain trails, caving at Mt Buffalo and white water rafting on the Mitta Mitta River.

SCHOOL RATIONALE

Underlying the educational rationale is a significant and contemporary understanding of adolescent psycho-social stages of development. Because students live, eat, work, play, get ill, socialize and emotionalize at our place 24/7, the total care and wellbeing of our students is number one. Understanding how to care, attend to and support students undertaking a significant separation is the first priority of the success of the schools.

While much about our larger organisation is data driven and analysed, some program outcomes may not easily be measured. The concept of delivering the missing *"rite of passage"* to contemporary Gen Y students is still an evolving art and one in which our school strives to lead the way.

We believe that to fully create emotional, cognitive, social and physical elements of the whole person, and hence develop as a young adult, a form of *rite of passage* must be undertaken. This is missing in contemporary society and educational constructs of that society.

We strive to provide an excellent, caring and world class educational organisation that can meet these complex and continuously evolving needs. The school will operate in a responsible and financially prudent manner and continue to appropriately engage the local community.

SCHOOL VALUES

Values

Self-belief
- We value self-talk, aspiration, drive and passion
- We value a lifelong approach to physical and mental health and well-being
- We value resilience to take on challenges, opportunities, goals and experiences
- We value individual rights and responsibilities

Relationships
- We value relationships that encourage inclusiveness, diversity and support of self and others
- We value positive, respectful and empathetic relationships
- We value relationships that connect us with the environment

Connectedness
- We value connectedness in communities, the School, family, local and global
- We value connectedness with place the natural environment, sustainable practice, beauty, awe and wonder
- We value a sense of belonging: family, culture, knowledge of place and spiritual

SCHOOL CONTEXT

Social Context: Year nine is generally identified as challenging developmental period with diminishing measurable engagement. There is an expectation that the opportunities presented by the SSL should be widely available and justly distributed to all potential students. Access to the opportunities provided by the school should be determined by merit and transcend socio-economic or cultural imperatives.

Educational Context: The school exists as a space of leading-edge teaching related directly to year nine education. The program and curriculum has limited inactivity and maximum flexibility to accommodate the unpredictability of the students, the social/residential component and the environmental vagaries. The curriculum and program is accessible to other government schools to access and mimic in their contexts.

Technological Context: All students have access to broadband communication via a personal laptop. All facilities are wirelessly connected and a deep understanding of the impersonation of "Gen Y-Digital Native" permeates the function of the SSL. All staff and students have access to a variety of interactive digital learning devices. Utilisation of the best contemporary learning and communication technology is at core to the function of a dispersed, multi- campus organisation.

Environmental Context: All facilities have a high in-built sustainability. Energy consumption is a key overall organisation concern. The buildings are designed and located to be sympathetic to the local environment, and provide an esoteric and visual learning and living environment for the school community. The situation of the buildings in isolated and essentially iconic locations is a deliberate contribution to learning and sense of isolation.

Residential Context: The successful operation of the living or residential component of the organisation is at the core of the school. It is more than a school; it is a home, a place of play, relaxation, relationships, friendships, emotions, health, sickness, eating, ablution, sleeping and waking, relaxation and adventure, to name a few.

Political Context: The success of the SSL is partially dependant upon the continuous engagement with local, regional and state decision makers and planners. The campuses exist in isolated and potentially economically compromised rural contexts and consequently can have a positive impact on the local economy. Maintaining a high status in the mind of key political stakeholders is critical to the espoused increase in access that is desired through the construction, replication and franchising of the facilities and programs.

SCHOOL LIFE

Students live and work in a very close environment with up to 45 of their peers; they sleep, eat, shower and do work under the one roof. There are two separate sleeping and ablution facilities. There are 11 rooms in each of the two accommodation wings. Two students will be allocated to each room and there is one triple room if there are an uneven number of participants in the program. The school has staff supervision accommodation in each wing.

There is a great deal of independence offered to the students. The students are responsible for helping maintain the school, organising rosters, for doing various jobs around the school and generally controlling the nature of their home and place of learning. There are lessons on human relationships that will arise from this lifestyle. Great friendships are made, tolerance is learned and teamwork is created. It will be rare to find a SSL student who will not be proud of his or her involvement. School life provides an excellent opportunity for bonding. Of course it would be wrong to mean that there are never tensions. Not many guardians would think that living with teenagers is always blissful. Some teenagers need to be helped along the way to manage appropriate social relationships in one form or another.

SAFETY @ SSL

Every effort and great care is taken to minimize the risk of accident. Students are thoroughly prepared for outdoor programs both in the classroom and by means of training exercises. Skilled and experienced staff supervise and maintain regular contact with school-based staff whilst out in the field and during expeditions. All programs build from a base that assumes little knowledge. In the early part of the programs staff will give greater assistance and supervision where student skills and confidence are developed. Towards the end of the program, under the guidance of staff, teams will plan and lead most aspects of the SSL program.

The safety measures taken by SSL Staff are intended to act as a safety net and not diminish the sense of adventure that students discover in the remote terrain where the programs are conducted. The SSL takes all proper care without removing the opportunity for personal growth and development by allowing for a degree of perceived risk.

Many of the day's activities involve students using equipment and working in situations that they may not necessarily come across in their normal environment. Examples may include, but are not necessarily limited to, mountain biking on bush tracks, swimming in surf beaches, working in the commercial kitchen, hiking off track and use of gardening and building equipment. In all of these situations strict instructions regarding safety are given to students, and safety equipment is provided. A good deal of reliance is placed on students following instructions and being aware of safety implications in all that they do.

In planning the local leadership program, the SSL keeps in close touch with the Local Shire, Police Victoria, Parks Victoria and the Department of Environment, Land, Water & Planning, In consultation with the Country Fire Authority, all fire and emergency procedures are regularly reviewed. The SSL complies with all DET policies and procedures, and in many cases has been a catalyst and innovator for best practice outdoor and adventure education risk management in Victorian schools.

Alpine School Campus
School for Student Leadership

ARRIVAL DAY

On or prior to the scheduled arrival day, please check the weather forecast. The weather in the Victorian Alps can be very unpredictable. Please check local conditions with the Alpine School Campus prior to your departure. Chains have to be carried in during the declared ski season and fitted as directed by the appropriate authorities.

If you wish to stop within the boundaries of the Mt Hotham Ski Resort, during the ski season, then you must pre-purchase a car pass online at: http://www.alpineeasyaccess.com.au/ or run the risk of receiving a hefty fine. You do not need to purchase a car pass if you intend to drive straight through the resort and not stop. CCTV Camera's at Resort Entry point's time your car entering and exiting the resort in a set time.

Parents may need to plan ahead and perhaps car pool to deliver students to the Alpine School Campus on the starting date. Appropriate casual clothes should be worn. We suggest that students and parents provide their own morning tea. Students and parents should plan to arrive between 10 am and 12 pm. On arrival students will meet and be briefed by the student's Alpine School Campus liaison teacher. Parents will be asked to depart after they have dropped off their son or daughter. If parents wish to stay overnight, there are various forms of accommodation available at Dinner Plain, Hotham, Bright and Omeo. Schools may wish to coordinate or support a coordinated travel arrangement to assist parents and students.

TRAVELLING TO DINNER PLAIN

Road & Snow Conditions

You can check on the road conditions before you come via the internet or telephone.

Useful Telephone Numbers

The Victorian Snow Report 24 hours, ph. 190 2240 523.
Mount Hotham Resort Management 03 5759 3550
Vic Roads (24hrs) 131170 re: Great Alpine Road, Mt Hotham.
The Alpine School - 03 515 08100 www.alpineschool.vic.edu.au

Websites

Mount Hotham Resort: www.mthotham.com.au.
Victorian Snow Report: www.snowreport.vic.gov.au

The television weather usually reports snowfalls in the Alps or, as a general rule of thumb, if it is 14 degrees or less and raining in Melbourne it is probably snowing at Mount Hotham and / or Dinner Plain.

Snow Chains

Vehicles will be required by law to carry chains up the mountain during the declared Snow season (Queen's Birthday long weekend until the end of September), they also may be required outside the snow season if we have had unseasonal dump of snow. Chains can be hired from many places as you approach the mountain. Some of the chain hire outlets are as follows:

Bright Ski Centre – 22 Ireland St, Bright Vic 3741 – 03 57551093

Harrietville - Hoys 'A' Frame Ski Hire - 03 5759 2658

Hoys Mobile Service – Mount Hotham roadside, they can hire, fit and remove chains for you
(Located wherever chains need to be fitted on the Harrietville side of the mountain – i.e. does not cover the Dinner Plain side).

Omeo- Billies Service Station and Ski Hire - 03 51591600

If hiring chains for the first time, it is good practice to ask for a lesson – even if it means you are then able to help someone else. Bring thick washing up gloves / rigger's gloves with you to use when fitting your chains as you may be in harsh conditions when asked to do so. It's also handy to have your coat and hat in the car with you so that you don't need to get it out of the boot.

If Road Signage or personnel direct you to put the snow chains on your vehicle, pull well off the road into a chain fitting bay, put on your hazard lights and fit chains to the appropriate wheels. Refer to your car manual as to which wheels to fit the chains (front / back). Generally chains go on the drive wheels of your car i.e. Front tyres for front-wheel-drive cars and back tyres for rear-wheel-drive cars.

The chain hire outlets hire out the newer and more effective "diamond pattern" chains. If you are using your own chains and they are the older "ladder" type chains, be aware that you may be refused entry to the resort (by Vic Roads) if conditions are hazardous.

Cars in the snow

Before you leave home, ensure that you have **antifreeze** in your radiator and that your tyres and suspension are in good condition. Always bring a blanket, spare food and water in the car when driving in the mountains. Make sure you have detergent in your windscreen wiper wash to discourage freezing.

If driving a diesel fueled vehicle, you will need to top up your fuel with Winter blend/ Alpine Diesel - all service stations in Bright, Harrietville and Omeo automatically have this in their tanks. This will ensure that your regular diesel fuel does not wax up in the cold. Additive can also be purchased ahead of time from auto stores but must be added to your tank *before* the car engine is turned off and left in the cold environment.

After parking your car, leave the hand brake off (so that it does not freeze on). Most people also prefer to raise their windscreen wipers to that they don't stick. If you drive a ute with a tray, leave the tray door down.

Directions to the Alpine School Campus.

From Melbourne and the Western Half of Victoria:

Take the Hume Hwy north, to the Snow Road (Oxley/Milawa) exit left then turn right, just past (about 200 meters) the BP Garage or McDonalds between Glenrowan and Wangaratta.
Follow the Snow Road through Oxley & Milawa, head towards Myrtleford.
Turn Right at the Great Alpine Road and head toward Myrtleford
Drive through Myrtleford on the Great Alpine Road head towards Bright.
Get fuel at Bright if needed (No fuel available on mountain)
Proceed through Bright on the Great Alpine Road towards Harrietville and head uphill towards Mt. Hotham.
Dinner Plain is about 11 kms from Mt. Hotham heading towards Omeo.
The Alpine School entrance is approximately 1 km past the entrance to the Dinner Plain Village.
There are large and clear signs at the end of the drive.

From: LaTrobe Valley/Gippsland:

Take Princes Highway to Bairnsdale.
Proceed through Bairnsdale to roundabout intersection.
Turn left onto Great Alpine Road towards Bruthen.
In Bruthen, turn left toward Omeo.
Proceed through Tambo Crossing & Ensay to Omeo.
At Omeo turn left towards Mt. Hotham & Dinner Plain.
The Alpine School entrance is approximately 1 km **before** the entrance to the Dinner Plain Village.
There are large and clear signs at the end of the drive.

Parking: The Alpine School Campus is not available for long-term parking of parent's cars. The driveway must be kept clear. Please park your vehicles along the edge of the drive or in the bays provided and walk the short distance up the drive. It is quite acceptable to drive up the drive to the school itself, unload bags and then park your car.

Luggage: If possible, luggage should be packed into soft bags. Those big stripy bags from the $2.00 Shop are perfect. Please be conscious of the weight of the bags for loading and unloading. Please ensure that the bags are clearly marked on the outside for easy identification.

Welcome and Initial Briefing: Students and parents will be greeted by Alpine School Campus staff upon arrival. The staff will direct you to an appropriate parking space. Once inside the building, students can locate their assigned bedroom and place their luggage in there. Students and families will then need to go to the front office, meet with their Alpine School teacher and get a photo taken. Make sure you bring with you any outstanding forms; $30 shop money; all medications USB's and/or hard drives for checking by staff.
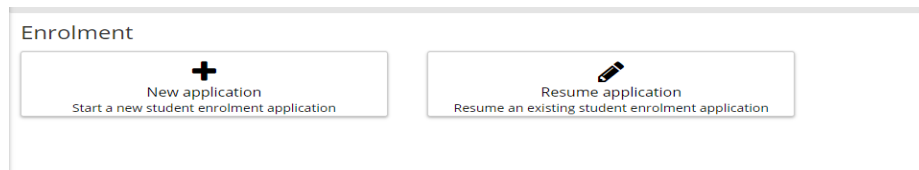
Online Enrolment: Our student management system uEducateUs is now ready to accept online enrolments from you. Please complete your son/daughter's enrolment through the link below.

https://alpinecampus.ueducateus.com.au/enrolment

Follow the 'online enrolment form':

. You will be directed to the screen below. Create 'new application'.

. Please read our Privacy Collection Notice and uEducateUs Terms and Conditions before enrolling students.
. Once you have completed the above step, you will be directed to the screen below. Please complete each section by pressing on the corresponding button and completing the relevant details.
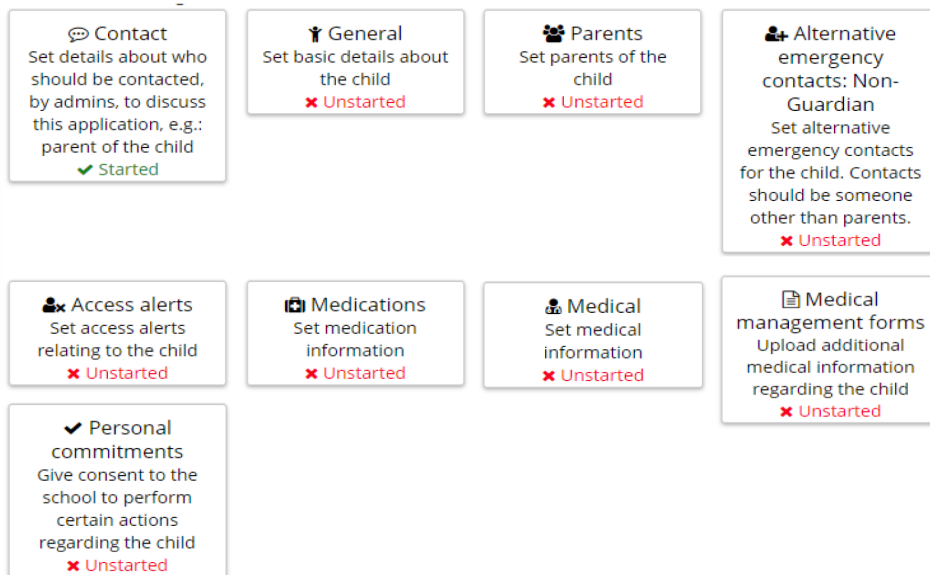
If applicable, please download, print and complete any of the 'Medical Management Plans' that are relevant for your son/daughter.

Asthma
Allergies
Diabetes
Epilepsy
Mental Health
Once completed these forms they can be scanned or photographed and uploaded to the same area.

DEPARTURE DAY

At the conclusion of the program, guardians are requested to be at The Alpine School between 9:00 and 9:30am to collect their child and participate in the departure program organized. Please note there is no lunch provided on the last day. If you are delayed, please call as waiting can cause considerable grief for your child who may think the worst. It cannot easily be appreciated the importance of closure and departure for the students. Please avoid the temptation to pick-up your child early as they will miss an important part of the ceremonial conclusion of the program.

VISITING WEEKEND

What: The visiting weekend is a vital component of the SSL experience as it draws the family into the experience of the student. The weekend takes place midway through the term. Specific dates will be circulated at Information Nights.

Why: Separation anxiety is often revisited for both students and parents. We feel it is worth the effort, as it achieves a shared understanding of aspects of the SSL experience for immediate family that needs to be shared face-to-face. This is a vital insight into your child's experience which will assist you with the reintegration process upon their return home. We ask you give this weekend the highest priority in your family's planning!

When: On Saturday, families are asked to pick-up their child between 9am & 10.30am. On Sunday, families are asked to return with their child between 1.00pm and 4.00pm. Our program will resume at 4.00pm sharp. Tea and Coffee are provided. If any families need to leave earlier and hence have to drop off their child prior to these times, SSL staff will need to be informed.

Where: It is suggested families stay nearby, and accommodation should be booked well in advance. Accommodation options and information can be found at the front office on arrival day. The internet will also provide a wealth of options for accommodation and activities in the district.

Who: The visiting weekend is for immediate family members only. The School for Student Leadership experience is about an intense learning experience for the students. As such, parents and siblings, as the usual primary support for students, are really the most appropriate invited guests. Grandparents are welcome and we often see the bridging of significant generational gaps on this visit.

What if... If any families are unable to attend the weekend, please advise SSL staff as soon as possible. Special arrangements will be made. In the past, some families have shared lifts or even accepted responsibility for a student if their family is unable to attend. We do, however, ask and strongly recommend, for your child's well-being, that every effort is taken to attend the visiting weekend.

Additional visits/departures: On a rare occasion, a student may need to leave the SSL during other times in the program. In these circumstances, we invite families and stakeholders to consult with SSL staff prior to making a final decision. Unannounced visits are prohibited.

LIVING ARRANGEMENTS

Mobile Phones: Students are not allowed to be in the possession of Mobile Phones. Please do not let your child bring them to the program. It does not help your child to have a phone, even if you sanction it. It creates a great deal of guilt, extends home sickness, exposes other students to potentially harmful or un-wanted information and keeping secrets is difficult in such a residential setting.

Communication with SSL Staff: Parents and guardians may ring the SSL to clarify issues in regard to their child's wellbeing or for emergencies. The SSL staff member assigned to your child will call you at least three times a term, as well as provide additional information via emails, Facebook and skype.

Communication with Students: Students can communicate with family and friends through letter writing and email. All students are encouraged to write to their families on a regular basis. Mail is picked up on a daily basis and distributed to the students daily. Family members may send faxes to students; however students are not able to send faxes in return. Telephone calls to or from students are not normally possible, but can be arranged in extreme cases.

Food: The SSL program encourages maintaining a healthy lifestyle. A balanced range of healthy food is provided and students have input into the planning of menus and preparation of meals. Parents and friends are asked not to send any food/sweets to students; experience shows that this can create equity and health issues. You are not doing your child any favours by trying to "sneak" junk food in. If your child is having a birthday whilst they are at the school, parents may send up to 1 kg of sweets which are shared with the school community. Chewing Gum not allowed at the SSL.

Dietary Requirements: Details of dietary requirements and/or food allergies must be forwarded to the SSL with the Emergency and Medical Information forms so that the necessary arrangements can be made. This would include religious requirements as well as vegetarian and vegan diets.

SSL Shop: Provision is made for any small items that students may need to acquire for the duration of their stay. Items available from the shop trolley include sun hats, drink bottles, writing paper, stamps, biros, USB sticks, shampoo, personal sanitary, among other things. All of these items are seen as a back-up, and in all instances we prefer students to bring enough supplies from home to last the full nine weeks.

Shop Money: The cost for shop items is charged to a student account. Our experience suggests that $20-$30 is a good amount, which will cover most needs. It would be appreciated if parents were able to make this payment in cash on arrival day. A refund will be issued for any unspent funds at the end of the program.

Alpine School Campus
School for Student Leadership

PREPARING FOR THE PROGRAM

Outdoor Activities: The Outdoor Program is a very special part of the School for Student Leadership experience. It is also an area that causes apprehension in students who have little experience in outdoor adventure. It is important that all students understand the program is designed in such a way that every able-bodied student will be able to complete all parts of it. Whilst fitter students will find the going easier, even those who have done no hiking and minimal running should feel confident that they would be able to cope. Both the hikes and rides start with short courses and build slowly with fitness. Barring injury, there is no reason why any student should not complete the outdoor program.

Fitness: Although the program will accommodate all students, regardless of their preparation, there is considerable benefit in improving one's fitness prior to their time at the SSL. In particular, those who play little sport or have done little exercise should treat this as a priority. Half an hour of daily exercise (be it running, walking, riding or swimming) will achieve a significant increase in general fitness and may also identify any physical problems which may need to be addressed prior to arriving.

Music: Digital music devices such as iPod's and blue tooth speakers are not permitted. A selection of your own music on a USB may be brought up to play in the common room or on laptops. These must be labelled / named. Students are encouraged to bring their musical instruments and they can make appropriate times for practice. Students will be responsible for the storage and care of their own instrument.

Reading: We have a generous selection of contemporary novels chosen by students and appropriate for their age. We strongly encourage all students to always have a novel, either their own or one borrowed from the library. Generally, students are in bed by 9.15pm and are expected to read quietly until lights out at 9.30pm. Daily papers are displayed on a stand in the main dining room and are always available.

Religious Observation: The SSL is a secular school consistent with DET policy. There is no provision made for the transportation of students to places of worship, however, personal time and space can be negotiated for individuals to undertake specific observations. Some religious observation, which may require fasting and the like, may need to be given prior consideration by participants and their families, as the very active nature of the SSL program may indicate that the two are not wholly compatible.

Entertainment: We encourage your child to bring a range of board games and activities to help them share their interests and make new friends. The SSL provides a range of sports equipment, photography equipment, board games, art/craft, dress-ups and a table tennis table.

Department of Education & Training

PERSONAL COMMITMENTS

As part of the SSL residential experience, a number of personal commitments are required from families and students involved in the program. Families and students agree to these commitments in the Medical and Permission forms that are completed in the online enrolment to the SSL. If you have any queries or concerns about the contents of the personal commitments listed below, you are more that welcome to discuss this with your SSL staff member on arrival day.

GENERAL CONSENT

Parent or Guardian Consent: I agree to my child's attendance at the Alpine School Campus and to their taking part in any excursion arranged for students in connection with the school program.

I understand that programmed activities involve an element of risk and at times my child may be some distance from fully qualified medical aid. I will notify the school if my child has had contact with any infectious disease within four (4) weeks of departure.

I understand that there will be times when my child is not under direct supervision of staff, and that there will be an element of responsibility placed on them.

I understand that a sign-out and group management system operates for unsupervised recreation time away from the school building.

In the event of my child causing deliberate damage to school property I agree to reimburse the school for the repair of such property.

In the event of my child found using, or in the possession of cigarettes, alcohol, or non-prescribed drugs forbidden by law, or behaving in a manner deemed as being a safety risk to others, I accept responsibility for removing or arranging to remove them from the SSL after notification by the Principal.

Student Consent: I hereby undertake that while travelling to and from the SSL and while in attendance there, I shall behave in an appropriate manner and shall observe whatever rules are decided on as best for the welfare of all. I understand that the SSL program will be challenging and I undertake to complete the program. I understand that a great deal of responsibility is placed upon me and I shall do my utmost to rise to that responsibility.

All students have chosen to take part in this experience; therefore, all participants in the SSL program will need to promote the following:

Respect for self, one another, the staff, the school and the environment.

A thoughtfulness and sensitivity towards others.

Honesty in dealing with each other and self.

Taking pride in the community.

Recognition of positive relationships and student achievements.

Learning to be responsible for the consequences of one's actions.

Compliance with direct staff instructions.

Understanding that haircutting, piercing, cigarettes, drugs and alcohol is not permitted.

Department of
Education & Training
State Government Victoria

BULLYING POLICY

The SSL recognises that everyone has a legal right to protection from harassment under the Sex Discrimination Act and the Equal Opportunity Act. Harassment will not be tolerated under any circumstances. Such behaviour has no place in our school community.

Definition of Bullying: Bullying is when someone repeatedly uses their power to hurt or to scare others. It can be done by an individual or a group. "Just having a joke" is NOT an excuse for bullying behaviour. It is everyone's responsibility to promote healthy relationships. We consider the following behaviour to be bullying and it will not be tolerated.

- Physical – any unwanted physical contact of any kind.
- Verbal – including written notes or cyberbullying.
- Sexual Harassment – inappropriate jokes, nicknames or sexist comments.
- Indirect – excluding others or having a "power over" relationship.

Promoting healthy relationships at the SSL: A community agreement is created and agreed to by all students. A behaviour management policy and a whole school approach to dealing with inappropriate behaviour is in place. Positive relationship support is embedded in our curriculum content. We accommodate the needs of individuals from different cultures. Our SSL values identify beliefs and behaviours that respect diversity and the beliefs of others.

Responsibilities of Staff:
- To model appropriate behaviours at all times to both staff and students.
- To deal with all reported and observed incidences of bullying in a timely manner.
- To ensure that all students feel safe and supported.
- To facilitate restorative practice as necessary.

Responsibilities of Students:
- To let an adult know if they are being bullied or see someone else being bullied.
- Don't Obey Bullies (DOB).
- Not to bully others.

Responsibilities of Guardians:
- Look out for anything unusual in emails or lack of contact.
- Encourage your child to seek help.
- Inform SSL staff if you have any concerns.

Responding to reported incidences of Bullying Behaviour:
1. The SSL will approach each student and the behaviour of each student individually with a view to understanding the needs driving that behaviour.
2. Students will remain in the program as long as it is assumed to be the best place for them. All action and consequences will be towards that aim, but not at the expense of the safety, security or wellbeing of any student or staff.
3. In situations of behaviour impacting on others, repeated behaviour, deliberate damage to property or harassment, SSL Coordinating Staff may consider; time out, restriction on privileges, restorative processes, parental contact, behaviour contracts or other educative processes.
4. SSL coordinating staff will only issue punitive consequences to students in a considered manner. There is an understanding that there may be times when the SSL is not the best place for the student involved.
5. If a student is a risk to the safety, wellbeing or security of others, departure from the program may be the only option. This will be planned in consultation with relevant stakeholders, and will be done in a timely and sensitive manner.

SSL DIGITAL TECHNOLOGIES POLICY

At the School for Student Leadership we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This following outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a Student Engagement Policy that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct.
- Have programs in place to educate our students to be safe and responsible users of digital technologies including Introduction to Laptops.
- Provide information about digital access issues such as online privacy, intellectual property and copyright.
- Supervise and support students using digital technologies in the classroom.
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures:
  - Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prinductycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - iParent | Office of the Children's eSafety Commissioner (www.safety.gov.au/education-resources/iparent)

Office 365 Education: The SSL uses Office 365 Education in the classroom. By default, all students are registered to use Office 365 Education. It is an internet-based service provided by Microsoft for educational purposes. It provides school users with access to online services such as email, calendar, blogging, online document storage, sharing, messaging and video-conferencing facilities from school, and at home. Office 365 is not for storing personal records. Office 365 is not to be used for Student's personal activities and must be used in accordance with the SSL Digital Technologies Acceptable Use Agreement. Office 365 for Education includes the following online services:

• Exchange online email	• SharePoint online	• OneNote Classroom
• OneDrive for Business	• One Drive for Business	•

After students have finished the SSL program they may choose to withdraw from Office 365 through completing an Office 365 'Opt Out' form at their home school.

Online Safety: Before our students start to explore the ICT network and Office 365 online services, it is crucial to make sure everyone understands how to behave safely online. At the SSL, behaving safely online means:

- Protecting the privacy and personal information of all students.
- Using appropriate and respectful language in all communications.
- Selecting appropriate spaces or websites to work with and contribute to.
- Not harassing others with messages, posts or sharing discriminatory data or files.
- Being proactive in letting someone know if something is 'not quite right.'

Network Privacy: Accountability and respect for the privacy of network users is a shared responsibility. Listed below are a number of expectations to ensure network privacy -

- Students must protect their password and not divulge it to another person.
- Students should not interfere with other user's personal files or network folders.
- Students should not logon using another user's account.
- Students should not reveal personal information in any communications.

Internet Usage: Students need to understand they may be supervised by staff when using the internet either directly, or indirectly, by screen monitoring, email quarantine and download use monitoring. Because the Internet is an unsupervised environment, the school has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been placed on Internet links. It is the responsibility of Students to ensure their behaviour is appropriate; please note that Students should not:-

- Deliberately enter, or remain in, web sites containing objectionable material (including nudity, violence, racist or sexist content).
- Use real-time chat and social media programs (eg: Facebook, Skype, MSN & ICQ).
- Use proxies or similar programs that bypass filtering software.
- Play or download games online.
- Knowingly infringe copyright.

Software and Operating Systems: The ICT network is set up for computers to be successfully and reliably used in the school. Any behaviour interfering with the functioning of the ICT Network's operation is an infringement of acceptable use; please note that Students should not-

- Steal, or deliberately or carelessly cause damage to any equipment.
- Modify, move or replace physical components of the ICT network.
- Eat or drink near any physical components of the ICT network.
- Attempt to change security, desktop, configuration or operating system settings.
- Bring or download unauthorised programs & software, including games, movies & TV.
- Deliberately introduce any virus or program.

Behaviour Consequences: For breeches of the Digital Technology Policy, students can face a number of consequences depending on the severity of the breech and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties, including removal of behaviour specific privileges (ie. printer, email or internet access) or payment to fix or replace broken equipment.

RECORDING AUTHORISATION

At the SSL we celebrate the successes of the students in many ways. We publish images and video on our website, along with official SSL Facebook and Twitter accounts. We do not include full names of students. We require your consent for these and other recordings to occur.

Guardians of the students also provide permission for photographic, video or any other form of electronic recording of Students to be retained on behalf of the Crown in Right of the State of Victoria (Department of Education and Training). Guardians acknowledge that any form of electronic recording will be retained, and authorise the use or reproduction of any recording referred to above for any reasonable purpose without acknowledgment or being entitled to remuneration or compensation.

I understand and agree that if I wish to withdraw this authorisation, it will be my responsibility to inform SOFWeb, Department of Education and Training, on telephone (03) 9637 2000 or the relevant school principal where publication is other than on a Departmental website.

M RATED FILMS AUTHORISATION

All chosen movies have been reviewed by teaching staff and deemed appropriate for use in our program. We will provide adult supervision while screening movies and review movies with students if/as necessary. By law, adult supervision is recommended while screening M-rated movies for any person less than 15 years of age. I agree to my child viewing the following M-rated movies:

* Into the Wild	* Freedom Writers	* Tracks
* Good Will Hunting	* Castaway	* Go back to where you came from
* First Contact	* White Squall	* Tomorrow when the war began
* Coach Carter	*The Merger	* Charlie's Country

Please visit the SSL website at www.alpineschool.vic.gov.au under the "Alpine Lessons" tab for full movie biographies.

Child Safe Standards

All program and operation at all campuses is compliant with DET policy guidelines, including School Policy Advisory Guide and Child Safe Standards.
The school is fully accredited to comply with Child Safe Standards and follows all reporting and advice obligations.

RISK & Emergency

The SSL are connected through the DET ISOC reporting system for all emergencies. The campuses all lie in different Emergency reporting regions but are all connected by the single point of contact being DET.

In emergencies and incidents, the Principal will raise IRIS alerts and manage the situation as required by protocol and with regional and central consultation.

All campuses follow a trigger response matrix which alters the program, operation or initiates evacuation of the campuses in response to fire, flood, emergency disruption or inability to continue to operate.

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MEDICAL TREAMENT AUTHORISATION

SSL Staff: Emergency and First Aid procedures are established at the SSL. All permanent teaching staff have first aid qualifications and the school has a full-time Health & Wellbeing Coordinator with appropriate counselling experience.

Ambulance: In the event of a serious accident, Guardians accept all responsibility for payment of any expenses incurred, including transport. I understand SSL staff will arrange for ambulance transport for my child if necessary. SSL strongly advises that Students have ambulance cover; if you are under the impression that your private health insurance covers ambulance costs, please check with your provider.

Asthma: Your child may not have had asthma since they were young or may have only very mild asthma. It is necessary to be prepared and have medication in such an event. If your child has ever had asthma you must please fill out the asthma management form.

Consent: Due to climate, residential living arrangements and the active nature of the SSL program, injury and illness can occur for some students. In the event of injury or illness to my child whilst at the SSL, I authorise the coordinating teacher in charge of my child to:

- Obtain on my behalf of any medical assistance my child may require.
- Approve my child receiving medical attention as deemed necessary by a medical practitioner in the event of parents or guardians being unable to be contacted.
- Act in the role of legal guardian for communication purposes with GP Clinics or Hospitals.
- Administer first aid as the coordinating staff member may judge reasonably necessary.
- Administer over-the-counter medication as appropriate, including- paracetamol, antihistamines, cold/flu relief and topical creams.

Medical Information: The SSL medical Information forms should ideally be completed and returned to the SSL prior to the commencement of term. If your child has any medical treatment after this date or has been in contact with any contagious illness, please inform the SSL. Please ensure that your child's immunizations are up to date, especially tetanus. Your children will be required to discuss all medication brought to the SSL. This includes such things as asthma medication, tablets, lotions and mixtures, cough lozenges, vitamin and mineral supplements etc.

Mental Health: Due to the intensity of the living environment, factors such as separation anxiety and other personal issues may arise. These may be totally unpredictable and afflict the most apparently well- balanced and sensible student. In these cases, SSL Staff will make every attempt to deal with behaviours and work with students to assist them to solve personal challenges. There can be personal issues which may result in students being unable to continue their stay at SSL for a period of time. We recognise the SSL may not be the best place for some issues to be dealt with. These cases would be dealt with individually, and might include concerns such as: eating disorders, self-harm or other indicators of emotional/psychological distress. If you have concerns please indicate this on the medical information form, or directly contact the appropriate SSL campus.

Orthodontics: The usual time between appointments with the orthodontist is 6 - 8 weeks. Your child should see their orthodontist as close as possible to their date of departure for the SSL and again on their return. It is important that they do not start orthodontic treatment within a few weeks of going to the SSL. Staff will cope with minor problems that arise, so your child will be comfortable.

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CLOTHING AND GEAR LISTS

ESSENTIAL CLOTHING LIST

Clothing Needed		Specific Advice	Check
	1 pair of nylon (quick drying) pants / trousers for bushwalking (No cotton or denim) **2 pair of tracksuit pants / jeans / leggings for indoor use**	- Cotton / denim is not suited to our outdoor environment; it is dangerous when wet and cold.- Quick drying / nylon pants are most suitable - Bring comfortable pants for inside the school	
	2 pairs of knee length nylon (quick dry) shorts for bushwalking (no cotton or denim) **1 pair Cycling Shorts (optional)**	-- Cotton / denim is not suited to our outdoor environment; it is dangerous when wet and cold.- Quick drying / nylon pants are most suitable - Short shorts are not suitable at Alpine	
	1 long sleeved Nylon (quick drying) lightweight shirt for bushwalking	-Long sleeve / nylon bushwalking shirt with collar is required help avoid sunburn during outdoor activities.	
	1-2 cooler weather long sleeved top (cotton ok) **1 Flannel Shirt**	-Flannel shirt is warm and cosy to wear around school & very fashionable at the Bushdance night	
	4-6 Cotton T-shirts.	Must have sleeves. Tank tops and singlets are NOT sun smart and are too revealing during activities.	
	2 wool or polar fleece pullovers or jumpers.	Yes! Even in term 1 & term 4, it gets cold in the mountains. Especially at night. Cotton hoodies are not suitable for our outdoor environment. Ok for indoor use	

	Girls: Approx. 10 underwear & 4 bras. Boys: Approx. 10 underwear. 3 pairs of thick socks (Explorers) LOTS of pairs of thinner socks Knee Length thin ski socks good for skiing in Term 2 & 3	Cotton underwear recommended. Although a pair of thermal / merino underwear is good for outdoor activities, particularly for skiing	
	2 Sets of pyjamas 1 Dressing gown (optional)	Pyjamas are the expected clothing for bed.	
	Boys swimwear – shorts & rashie Girls Swimwear– one piece /bikini, shorts & rashie	We are a sun smart school. One piece or bikini must wear shorts and rashie too. Swimwear not required in Term 3	
	1 set of clothing for CLP day	i.e. School uniform or smart casual dress	
	1 pair lace up, water resistant hiking boots	Walking over rocky ground needs sturdy footwear to protect ankles	
	1-2 pairs runners 1 pair thongs 1 pair comfy indoor shoes (slippers, uggies etc) 1 pair water shoes (optional 2nd pair of sneakers are fine) in Term 1,2 & 4 Snow Boots (optional for Term 2 / 3)	Students require shoes wherever they are, even when swimming. Stubbed toes, cut feet and broken toe nails are not ideal for outdoor activities.	
	2 x THERMAL long-sleeved top 2 x THERMAL long pants	YES – Even in summer! It gets below 10 degrees whilst camping. Thermals can be polypropylene or wool. Cotton thermals are not suitable	

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	1 x Wide brimmed Sun Hat	We are a sun smart school.	
	2 x Beanie **1 x Wool / polarfleece Gloves 2 x Good quality Skiing Gloves (Term 2 and 3 Only)** **1 X Neck warmer Term 2/3**	Essential. 1 pair of wool / polar fleece gloves for Term 1 and 4 2 pairs of waterproof skiing gloves are required in Term 2 and 3. Neck warmer good on cold ski days	
	Sunglasses	Polarised UV glasses will provide the best eye protection for the weather. **Essential for Skiing in Term 2 and 3.**	

ESSENTIAL GEAR LIST

Gear Needed		Specific Advice	Check
	Sleeping bag Inner Sheet	Available in outdoor shops or an old cotton sheet cut to size with the side sewn up is suitable.	
	Torch	Head torches are the most useful.	
	Water Bottles	2 x 1lt water bottles (students need to carry 2lt of water with them at all times). Recycled heavy duty 2lt Juice bottles are Ok too 1 x 750ml Sports drink bottle is also good for Mountain Biking	
	Mug, Bowl, Cutlery	Plastic/poly-carbonate or aluminum.	
	Watch	To wake up for breakfast and to get to class on time!	
	• Brush and comb • Toothbrush and toothpaste • Nail scissors/clippers/nail file • Soap (preferably liquid soap) • Shampoo and conditioner		

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Toiletries Toiletries will be used frequently and for long periods of time.	• Sanitary pads and/or tampons • Roll-on deodorant (not aerosol or pump pack) • Moisturisers etc. • Sunscreen (SPF 50+) / Lip balm with sunscreen (SPF 15+) • Roll on insect repellent (not aerosol or pump pack). • Shavers and shaving cream if required	
Medications	This includes; • asthma medication, antihistamines, decongestants, medication for period pain, cold sore medication, eczema creams, vitamin and mineral supplements, etc. NB: All medication must be packaged in a sealed container or zip-lock bag, which is clearly marked with the student's name. On arrival, this package will be collected by the student's teacher. Please include instructions on how to administer the medication. An adequate supply or a repeat script must be supplied for specialist medication.	
School Pencil Case & **Optional Art / Craft supplies**	Please bring your pencil case with your own pens and pencils. You are also welcome to bring other Art and Craft supplies if you wish	

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RECCOMENDED GEAR (OPTIONAL)

Staff Suggested Gear	Specific Advice		Check
Recipes	Any favorite family recipe books can be brought to help plan menus with the Chef.		
Wheat Heat Pack	Great for relief of period pain, muscular aches and sleeping at night. We do not recommend hot water bottles as they can leak.		
Camera and/or Video camera	Don't forget to pack spare batteries.		
USB or External Hard Drive	There is usually about 20 gig of data students want to take home. Bring no games, movies or TV please.		
Addresses	A list of postal and email addresses. Personal email accounts cannot be accessed at the SSL.		
Sports / Gym Equipment	The SSL has some basic sports and gym gear. Please bring your favorite gear to play & share.		
Teddy Bear	Nice to cuddle at night – yes boys bring them too!!		
Costumes/Dress Ups	There are LOTS of dress up opportunities, and you will!		
Photos	Friends, family, where you come from, favorite holidays, you as a child.		
Table Tennis Balls & Bat	Even if you don't play now, you will love it by the end.		
Hydration Packs	Great for long bike rides and expo.		
Basic Stationery **BRING CALCULATOR FOR TERM 2 ONLY - NAPLAN**	4 x pens or biros 1 x grey lead pencil 1 x glue stick 1 x small packet of textas or coloured pencils	1 x black fine liner 2 x highlighters 1 x pair of scissors 1 x pencil sharpener 1 x ruler 1 x eraser	
Writing Materials	Do not underestimate the number of letters which get written at the SSL! Envelopes and stamps are essential.		
Musical Instruments	To keep up your skills, or learn some new ones!		
Headphones	If you want to listen to music in class then bring some headphones.		
Washing Powder	If you have sensitive skin. General use washing powder is provided.		

SSL PROVIDED EQUIPMENT

Outdoors Equipment
- Day pack & hiking pack
- Sit mat, sleeping mat & sleeping bag
- Waterproof jacket & pants
- Tents & camp stoves
- Mountain bikes & all safety equipment
- Rafts & all safety equipment
- Cross Country Skis & all safety equipment
- Down Hill Skis & all safety equipment

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Residential Equipment
- Pillow
- Doona & spare blanket
- All linen
- Laptop computer
- Bath towels

BANNED ITEMS (CONTRABAND)

Cash/Money/ATM cards	We can take no responsibility for the security of money that could be lost or stolen. The shop trolley will cater for student needs.
MP3 Players / iPod's / Bluetooth Speakers	Laptops are supplied and there is the capability for music to be played in the communal rooms.
Computer Games and software	Absolutely not permitted and is confiscated by the Principal and returned at the end of the term.
Television Shows and Movies	Due to copyright laws, classification issues and time wasting we ask these stay at home. SSL has a variety of films available for viewing.
Personal Electrical Appliances	Such as hairdryers, straighteners, curlers, clock radios.
Singlets/Tanktops / Sleeveless tops / Short Shorts	Singlets are not sunsmart and usually too revealing during activities.
Mobile Phones	There is an increased problem with security as well as access security of mobile phones, as well as equity issues.
Incense or Candles	Fire risk and allergies.
Aerosol or Pump Packs	For example: deodorant, insect repellent, & perfume. These trigger the school fire alarm system. There are always concerns at misuse of propellants and asthma triggers.
Nail polish & remover	This is a health hazard as some people are allergic to the fumes from these products. Nail polish products are also flammable.
Skates, skateboards, scooters	There is nowhere safe to ride or use these at the SSL.