

Policy & Procedures – Applications and Allocations

Rationale:

- Provide all stakeholders with a transparent and open process around the application process and allocation of programs in any calendar year.

Aims:

- Enable all State Government Schools to apply for programs.
- Provide a robust application process that has clear links to the curriculum for schools to connect with.
- Align application process timelines with other Outdoor Residential Schools, particularly other cohort schools, eg Rubicon Outdoor School.
- Allocation processes to be consistent and follow the processes and criteria as outlined below.

Implementation:

Applications:

- Applications formally open for programs in the next year on day 1 of term 3 of the current year.
- Applications formally close for programs in the next year at the end of week 5 of term 3 of the current year.
- Schools notified of a booking in the next year by week 8 of term 3 of the current year.

Allocations:

Applications are considered in line with the DET Outdoor Education Schools Policy, please see this policy at <https://www2.education.vic.gov.au/pal/outdoor-education-schools/policy>

Priority will be given to applications from schools with cohorts of students who would benefit most from attendance and would not ordinarily be able to access such opportunities, including:

- Disadvantaged students
- Koorie students
- Vulnerable students
- Students at key transition points

Priority may also be given to schools that have not previously attended, except for where there is an agreement in place for a school to attend over consecutive years (your school would have a formalised Memorandum of Understanding, and in this instance, you do not need to apply again. Contact us if you're unsure).

Schools that demonstrate a commitment to meeting the best practice principles around delivery, including joint planning, strong and clearly identified learning intentions, connections with the visiting school's curriculum, and reinforcing the learning upon the students' return to the classroom are more likely to be allocated a booking.

Complaints:

If schools have concerns around missing out on a booking, they will raise this with the School Principal. If they feel the matter wasn't resolved effectively then the process outlined under "Escalation" within the Complaints and Concerns Policy should be followed.

Review cycle and evaluation

This policy was last updated on Sep 2024 and is scheduled for review in Sep 2027.