

BENDIGO  
SOUTH  
EAST

# YEAR 7 CAMP HOWQUA.



PARENT / CARER  
HANDBOOK

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# WHEN IS CAMP?



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## WEEK 1, TERM 2 2024

**CAMP 1: ALEXANDRA AND SHAMROCK STUDENTS**  
**MONDAY 15TH APRIL – WEDNESDAY 17TH APRIL 2024**

**CAMP 2: ROSALIND AND FORTUNA STUDENTS**  
**WEDNESDAY 17TH APRIL – FRIDAY 19TH APRIL 2024**

All Year 7's will be attending camp for 2 nights/ 3 days.

### WHERE IS THE CAMP

127 Howqua River Rd, HOWQUA, Victoria, 3722

### DAY OF CAMP DETAILS

#### **CAMP 1: Alexandra & Shamrock Students**

Meet- Outside netball courts on Curtin Street

Departure- 7:45am Monday 15th April 2024 for an 8am departure at Curtin St.

Arrival after camp- approximately 4pm on Wednesday 17th April 2024 to Curtin St.

#### **CAMP 2: Rosalind & Fortuna Students**

Meet- Outside netball courts on Curtin Street

Departure- 7:45am Wednesday 17th April 2024 for an 8am departure at Curtin St.

Arrival after camp- approximately 4pm on Friday 19th April 2024 to Curtin St.

\*STUDENTS WILL NEED TO BRING A PACKED LUNCH ON THEIR FIRST DAY OF CAMP

# FORMS AND PAYMENT

**PLEASE NOTE: CONSENT FORMS, MEDICAL FORMS AND DEPOSIT MUST BE SUBMITTED TO GENERAL OFFICE BY FRIDAY 9TH FEBRUARY 2024**

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## FORMS

Medical form, consent form and medication authority form will be given to parents and carers on Ready to Learn Conferences in 2024. These need to be completed, signed & returned to the General Office by Friday 9th February if your child intends on participating at Camp Howqua.

These forms will also be available to download and print via the BSE website [www.bse.vic.edu.au](http://www.bse.vic.edu.au)

## THE COST

The total cost of the camp is \$385.00.

**A non-refundable deposit of \$100 to be paid by Friday 16th February, 2024**

Final balance of \$285.00 to be paid by 5pm on Friday 22nd March 2024

## HOW TO PAY

All payments of the camp will be completed through Compass.

If you have any concerns please call the BSE General Office on 03 5443 4522

Parents will receive log in details for Compass via email

## REFUNDS

Refunds of camp money will only be eligible for medical reasons with a certificate supplied. Refunds cannot be given due to change of mind. No refunds will be available 3 weeks prior to the camp due to payments being finalised.

## PAYMENT PLANS

Please contact our Business Manager James Bennett for alternative arrangements or if you have any questions about CSEF contact Kim Charlton [james.bennett@education.vic.gov.au](mailto:james.bennett@education.vic.gov.au)  
[kim.charlton@education.vic.gov.au](mailto:kim.charlton@education.vic.gov.au)

## SPENDING MONEY

Students do not need to pay for anything whilst on camp. We recommend that ALL valuables including money be kept at home.

# RULES & BEHAVIOUR



THE FOLLOWING RULES APPLY FOR ALL CAMPS UNDERTAKEN AT THE COLLEGE

## RULES OF THE CAMP

- Students are not permitted into the quarters of the opposite gender.
- Students must not leave the camp area or an activity group without the permission of the teacher.
- Courtesy and common sense must be used at all times.
- Students must stay in sleeping quarters after lights out.
- No alcohol, drugs, vapes or cigarettes are permitted
- No student will remain on the camp if they are caught vaping/ smoking or in possession of any illegal substance.
- If a student misbehaves in a manner likely to endanger other students or bring the college into disrepute, they will be sent home at the parent's expense.
- Any damage caused by students, parents will be liable for.



## BEHAVIOUR

- Please discuss the BSE behaviour expectations with your child.
- The school behaviour and suspension policies apply on school camp. It will be the parents'/ carers responsibility to collect their child from camp if a suspension is issued.

# MEDICATION



## PRIOR TO CAMP

Parent/ Carer must:

- complete & sign Medical form
- complete & sign Medication Authority Form

## MORNING OF CAMP

Ensure medication is:

- in its original container and bears the original label with the name of the student and information on the dosage and time to be administered
- accompanied by written directions including advice for storage and administration (Medication Authority Form)
- within its expiry date
- THIS MUST BE HANDED DIRECTLY TO THE TEACHER IN CHARGE

## DURING CAMP

- staff will fulfil their duty of care by assisting students to take their medication
- student privacy and confidentiality will be adhered to
- a record of the administration is kept in a camp medication log
- staff will seek emergency medical assistance if they are concerned about a student's behaviour following medication

## ASTHMA

- Parent/Carer must supply the college with their child's personal asthma management plan prior to camp
- Student must supply a personal preventer/puffer/spacer while on camp

## DIABETES

- Parent/carers must supply the college with their child's personal diabetes management plan prior to camp

## ANAPHYLAXIS

- Parent/Carer must supply the college with their child's personal anaphylaxis management plan prior to camp
- Student must supply a personal EpiPen while on camp
- The College will have spare EpiPens on site

# WHAT TO PACK

**PLEASE ENSURE THAT YOU PACK SUITABLE ITEMS FOR A CAMP OF THIS TYPE AS THE WEATHER CAN CHANGE QUICKLY**

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- O 2 TRACKSUIT PANTS/LONG PANTS (1 X HORSE RIDING)
- O 2 SHORTS
- O 4 T-SHIRTS
- O 5 SOCKS
- O 5 PAIRS OF UNDERWEAR
- O WINDCHEATERS/WOOLLEN JUMPER
- O SWIMMING GEAR- RASH VEST OR TOP (SURVIVOR COURSE/ WATER SLIDE/ SWIMMING)
- O BEANIE
- O SUNSMART HAT
- O COMFORTABLE CASUAL SHOES/RUNNERS
- O OLD RUNNERS (THAT WILL GET VERY MUDDY AND DIRTY)
- O SLIDES/ SLIP ON SHOES (NOT THONGS)
- O OLD RUNNERS/AQUA SOCKS (SURVIVOR COURSE AND SWIMMING)
- O WATERPROOF JACKET
- O PYJAMAS
- O SLEEPING BAG, SHEETS AND A PILLOW (MATTRESSES ARE PROVIDED )
- O DRINK BOTTLE
- O SMALL UMBRELLA
- O 2 TOWELS ( 1 X SHOWERING & 1 X SWIMMING)
- O SUNGLASSES
- O TORCH AND BATTERIES
- O PEN AND PAPER
- O TOILETRIES/PERSONAL NEEDS
- O SUNSCREEN
- O INSECT REPELLENT
- O GARBAGE BAG (FOR WET CLOTHES)

## **PLEASE NOTE:**

**PHONES, IPODS AND COMPUTER GAMES ARE NOT PERMITTED, THESE WILL BE CONFISCATED FOR THE REMAINDER OF THE CAMP**

**THE SCHOOL WILL NOT TAKE ANY RESPONSIBILITY FOR LOSS OR DAMAGE OF ANY BELONGINGS.**

**NO SINGLETS OR THONGS ARE ALLOWED ON ACTIVITIES**

# DAILY ITINERARY

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<b>DAY 1</b>	Depart BSE	8.00am
	(Toilet stop on the way)	
	Arrive Howqua	12.00pm
	Tour of property/lunch break	12.00 – 12.30pm
	Unpack/room allocation	12.30 – 1.00pm
	ROTATION 1	1.00 – 3.00pm
	Change over	3.00 – 3.15pm
	ROTATION 2	3.15 – 5.30pm
	Free time	5.30 – 6.00pm
	Duty Group	5.45pm
	Dinner	6.00 – 7.00pm
	Free time	7.00 – 7.30pm
	Night Activities	7.30 – 9.00pm
	Supper	9.00 – 9.30pm
Bed	9.30 – 10.00pm	
Lights out	10.00pm	

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<b>DAY 2</b>	Wake up	7.30am
	Duty Group	7.45am
	Breakfast	8.00 – 8.45am
	ROTATION 3	9.00 – 11.30am
	Duty Group	11.45am
	Lunch	12.00 – 12.45pm
	ROTATION 4	1.00 – 3.00pm
	Change over	3.00 – 3.15pm
	ROTATION 5	3.30 – 5.00pm
	Duty group	5.15pm
	Cabin Clean Up	5.00pm–6.00pm
	Dinner	6.00 – 7.00pm
	Night Activities	7.00 – 9.00pm
	Supper	9.00 – 9.30pm
Bed	9.30 – 10.00pm	
Lights Out	10.00pm	

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<b>DAY 3</b>	Wake up	7.00am
	Pack- up	7.30 – 8.00am
	Duty Group	7.45am
	Breakfast	8.00 – 9.00am
	ROTATION 6	9.00 – 11.00am
	Lunch/ Pack up	11.00 – 12.00pm
	Depart camp	12.00pm
	(Toilet stop on the way)	
	Arrive at BSE	4:00pm



# ACTIVITIES

Below is a draft / example of what type of activities occur at Howqua. Each student will be allocated an activity group (at a later date) that will be lead by a BSE staff member.

Students get to participate in a variety of the activities although it is not possible for each group to complete all the listed activities in the three days of camp.

<b>Monday/Wednesday</b>											
SESSION 1 - 1:00pm		Survivor		Low Ropes	Disc Golf	Waterslide		Flying Fox	High Ropes	Horse Riding	Archery
SESSION 2 - 3:15pm		Archery	Horse Riding	Survivor		Low Ropes	Disc Golf	Waterslide		Flying Fox	High Ropes
<b>Tuesday/Thursday</b>											
SESSION 3 - 9:00am		High Ropes	Flying Fox	Archery	Horse Riding	Survivor		Low Ropes	Disc Golf	Waterslide	
SESSION 4 - 12:45pm		Flying Fox	High Ropes	Ball Games	Unnatural Walk	Archery	Horse Riding	Survivor		Low Ropes	Disc Golf
SESSION 5 - 3:15pm		Waterslide		Flying Fox	High Ropes	Disc Golf	Unnatural Walk	Archery	Horse Riding	Survivor	
<b>Wednesday/Friday</b>											
SESSION 6 - 9:00am		Low Ropes	Disc Golf	Waterslide		Flying Fox	High Ropes	Ball Games	Unnatural Walk	Archery	Horse Riding
<b>Activities run by Camp Howqua</b>					<b>Activities run by Bendigo South East College</b>						
Horse Riding					Waterslide						
High Ropes					Low Ropes/Initiatives						
Survivor					Disc Golf						
Archery					Unnatural Walk						
Flying Fox					Ball Games						

# CABINS

Students will be given an opportunity at the start of Term 1 to write down a person they would feel comfortable sharing a cabin with while on camp. Staff will then allocate cabins based on house groupings and accommodate the best they can.

Each cabin sleeps up to 10 students with self contained bathrooms. Students need to bring bedding (pillow/sleeping bag) but mattresses are supplied by Camp Howqua.



Cabin Accommodation

# CONTACT DETAILS

## THE PEOPLE WHO CAN PROVIDE FURTHER INFORMATION AND SUPPORT FOR CAMP

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**EMILY GLOURY**  
Head of Year 7

Emily will be the teacher in charge for the camp, she will be responsible for all forms and medication  
[emily.gloury@education.vic.gov.au](mailto:emily.gloury@education.vic.gov.au)

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**JAMES BENNETT**  
BSE Business Manager

James manages payment plans for camp, please contact him as soon as possible  
[james.bennett@education.vic.gov.au](mailto:james.bennett@education.vic.gov.au)

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**KIM CHARLTON**  
Accounts Receivable Officer

Kim will be able to support and give advice on CSEF payments for camp  
[kim.charlton@education.vic.gov.au](mailto:kim.charlton@education.vic.gov.au)

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**CODY WAITE**  
Year 7 Wellbeing Advisor

Cody can assist with wellbeing and engagement support for your child on camp  
[cody.waite@education.vic.gov.au](mailto:cody.waite@education.vic.gov.au)

# BENDIGO SOUTH EAST



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## CONTACT US

Bendigo South East Secondary College

56 Ellis Street, Flora Hill, VIC 3550

P: 03 5443 4522

[www.bse.vic.edu.au](http://www.bse.vic.edu.au)