Thank you for accepting your role as a visiting staff member for the upcoming camp at the Tallebudgera Beach School. Your support of the program is a major factor in ensuring the success of the camp experience for both students and teachers alike.

Tallebudgera Beach School prides itself on having an impeccable record of providing outstanding Outdoor Education programs for all students in a safe and enjoyable environment.

Although the TBS staff are experts in their field, shared responsibility exists between visiting and host staff to provide a camp program that meets students’ individual learning needs. While the host staff provide technical leadership, visiting teachers knowledge of individual students is vital in supporting the program.

Attempting to broaden the camp experience has been a major focus for the Beach School. The camp experience should not be perceived as an isolated event rather incorporated within the classroom’s curriculum to provide meaningful and extended learning.

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### Student Diary
The TBS student diary has been designed to provide extensive learning activities for students before, during and after camp. Themes throughout the diary link closely to essential learning’s and the National Curriculum. It is hoped that the diary will value add to work units and assist with planning of camp related activities.

### What I need to know

1. **Diaries will be delivered** to your school approx. 5 weeks prior to your camp. Your school will be sent diaries based on the following calculations -
   - **Booking numbers + 10%**
   - **Students who attend camp + 10%**
   - **Please return all unused diaries** to the Beach School in good condition. Each additional diary will attract a fee of $2.50.

2. An **electronic version** of the diary can be found on the TBS website
   - Residential camps > Student Diary
   - All diary answers can be accessed through the Beach School website
   - Residential camps > Information for Teachers

3. It is recommended that **all pre camp activities are completed** prior to camp. This will provide students with information that will enhance the relevance of the overall camp experience.

4. Please **do not allow students to take their diaries home** prior to camp. Teachers will be responsible for getting diaries to and from camp thus ensuring that damage and forgetfulness is kept to a minimum.

5. At the completion of camp **prizes will be issued** to the students with the most outstanding diaries.

6. On returning to school diaries will be an important learning tool providing ongoing curriculum support. On completion they should be valued as a quality keepsake holding treasured memories of their Beach School experience.
Student Safety / Teacher: Student Ratios

Safety is paramount while at Tallebudgera Beach School. The Beach School requires one visiting teacher for every twenty students who attend camp. This is essential in fulfilling workplace health and safety requirements. Teachers who attend camp on a 1:20 ratio are free of charge.

This ratio must be maintained for the entire time that the students are at camp. All staff variations must be entered on Form G with change over dates and times clearly stated. Staff members who attend camp with the sole purpose of specialist supervision of individual students for behavioural or medical reasons will not be counted in the 1:20 ratio. Please feel free to contact TBS if you have any queries.

Camp Information

CAMP PROGRAM
Your camp program will be forwarded to your school one week prior to your camp experience. The program cannot be finalised until accurate camp related information has been sent from each of the schools.

ARRIVAL
On arrival at TBS you will be issued with a Camp Induction Booklet. This will contain a specific teaching overview that aligns your indicated theme of preference (teambuilding, personal growth, environmental sustainability or healthy lifestyle choices) with your selected activities for the week and links them to the H&PE Curriculum Essential Learnings.

STAFFING
Two or more visiting teachers and a permanent TBS staff teacher will make up an activity group teaching team. This will be strengthened by additional TBS support staff for high risk aquatic activities such as canoeing, tobogganing, sailing, body boarding and surf awareness.

WATER BASED ACTIVITIES
To maintain the necessary 1:8 teacher/ student ratios, visiting teachers must enter the water for body boarding and surf swim sessions. This will assist in clearly defining areas and supporting students. Wetsuits / thermals are available for use to assist with comfort levels. When in the water teachers will be able to stand at a safe depth at all times so being a proficient swimmer is not a prerequisite. Beach School staff are instructed to cancel the activity if insufficient visiting staff are available for water based supervision which compromises students’ safety.

NIGHT PROGRAM
The night program includes dance, social games and a movie. Visiting teachers are expected to actively participate and assist Beach School staff during these sessions.

MEAL DUTIES
Visiting staff will be assigned a set meal duty for the week. There will be an extensive briefing and on the job training to ensure all staff understand their role and responsibilities. Visiting staff will be required to supervise mealtime procedures throughout the week.

On your medical consent form you can indicate your duty preference and where possible TBS will allocate accordingly. Meal time duties include: Parade Officer, First Aid Officer, Concierge, Foyer Supervisor, Clean Up Officer, Post Meal supervision / Diets Supervisor.
Visiting Teacher Requirements at Camp

<table>
<thead>
<tr>
<th>CLOTHING</th>
<th>FOOTWEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual clothing i.e. shorts, t-shirts, track suits, jumper, jeans or trousers (in winter it can become quite cold at night).</td>
<td>Sandshoes (closed in)</td>
</tr>
<tr>
<td>Swim wear, can include a wetsuit to assist with your comfort levels.</td>
<td>Wet shoes for based creek activities</td>
</tr>
<tr>
<td></td>
<td>Thongs and or Sandals</td>
</tr>
<tr>
<td><strong>T Shirt or rash shirt</strong> for water activities (Mandatory for aquatic activities)</td>
<td><strong>BEDDING</strong></td>
</tr>
<tr>
<td>Raincoat</td>
<td>Pillow</td>
</tr>
<tr>
<td>Hat preferably wide brim</td>
<td>Pillowcase</td>
</tr>
<tr>
<td>Pyjamas</td>
<td>Blanket/Sleeping Bag</td>
</tr>
<tr>
<td>White T-Shirt for iron-on transfer</td>
<td><strong>TOILETRIES</strong></td>
</tr>
<tr>
<td>*Due to the outdoor nature of the program, sun protection is of utmost importance. Singlets and sleeveless tops are unsuitable for camp. Tallebudgera Beach School employs the 'No Hat, No Play' policy.</td>
<td>Brush/Comb</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS</strong></td>
<td>Soap/ Shampoo/ Lip Balm</td>
</tr>
<tr>
<td>2 Towels</td>
<td></td>
</tr>
<tr>
<td>Pegs (x6)</td>
<td>Deodorant (No aerosols)</td>
</tr>
<tr>
<td>Back pack</td>
<td>Sunscreen (30+)</td>
</tr>
<tr>
<td>School ID Badge</td>
<td></td>
</tr>
</tbody>
</table>

This list should be used as a guide only for the minimum requirements. Please feel free to include any extra personal items that you feel will make your camp experience more comfortable.

Summary Information

- Further explore our website www.thebeachschool.eq.edu.au to access vital information regarding risk assessments, diets, specialist medical forms, camp routines, diary completion, etc.
- Ensure you are familiar with our site location and procedure for arrival found on website Residential Camps > Locations
- First meal is at approx. 12.30pm on the day of arrival. Please ensure that TBS staff are informed of any medication that needs to be administered before this time.
- Bring your school ID badge to enhance our security procedures
- Wireless internet connection is available within the beach school building.
- Schools / individual staff are encouraged to bring digital cameras to capture camp images of their students
- Both teachers and students are required to wear rash or t shirt for water based activities.
- Standard time for Friday departure is 1pm.
- If you are opting for a packed lunch on the Friday please provide an esky.
- TBS will provide you with a water bottle on arrival at camp.

**Plus a professional development opportunity**-

- There is an option for using your camp experience as professional development. By completing set pre and post camp tasks and actively engaging within the beach school program you can acquire certification that can be logged as 10 hours towards your Queensland Certification of Teachers requirements.

We look forward to seeing and working with you shortly.