

# Learning comes alive!



## YES 2015 Booking Terms and Conditions

### Booking workshops

Workshop bookings will be open in week 7 of Term 3 2015. The contact details you provide when registering will be used for invoicing and communication purposes.

### Final Student Numbers

Schools will be invoiced based on the amount of students booked as at 11/09/15. If numbers are reduced after this date or at the event itself, the invoice will not change. Schools must not present at the event with more students than they have officially booked.

### Wet Weather Cancellation

The event will only be cancelled in an extreme weather event.

### Booking Cancellation (General)

Cancellation of a class or group booking (unrelated to inclement weather) after 11/09/15 will incur the full fee of \$5 (ex GST) per booked student

### Booking Cancellation (Sponsored/ 'Free' Groups)

Cancellation of a class or group booking (unrelated to inclement weather) after 11/09/15 will incur the full fee of \$5 (ex GST) per booked student

### Refund Policy

Due to the large number of schools attending and complex logistics, pre-payment for the event is required. If a school that has booked into workshops cancels participation in YES 2015 more than 2 weeks prior to the event a full refund will be provided less \$100 administration fee. If no payment has been made, the school will be invoiced a \$100 cancellation /administration fee.

### Group Size

Group sizes for workshop participation are limited to a maximum of 30 students in accordance with the Risk Management Policy.

### YES Start & Finish Times

Gates open at 9.00am and close at 3.00pm  
Each workshop has a specific start and finish time which will be published and open for enrolment in week 7 of Term 3.

### What to Wear

The 2015 Youth Eco Summit is an outdoor event. It will be held in most weather conditions. It is suggested that students wear sports uniform or school uniform. Students and teachers are advised to wear flat, covered footwear, a broad brimmed sun hat, and appropriate rain gear if necessary.

### What to Bring

Students and teachers should bring their morning tea, lunch, cold drinks/ water, sun block and mosquito repellent. Water will be available onsite to refill water bottles

### First Aid

Security Rangers and Park Staff carry basic first aid kits. However, teachers are advised to supply their own first aid kits.

### Student Behaviour

Refer to our Student Behaviour Policy.

### Duty of Care

The school teacher must exercise 'Duty of Care' at all times during the event. One teacher per class must be present at all times with their class.

### Photography

The taking of images is allowed by students and teachers, although if recording, prior consent will need to be gained from the YES Organising Committee. Students and teachers are responsible for the safety and security of their own equipment. Students and teachers identified with fluorescent wristbands are not to be intentionally photographed or filmed.

### Important Information

All communications for this event will be via email. A duplicate copy will also be sent to the school email address.

For any enquires please email [YouthEcoSummit@sopa.nsw.gov.au](mailto:YouthEcoSummit@sopa.nsw.gov.au).

Telephone enquiries for YES 2015 can be taken by the Education Project Officer at Sydney Olympic Park Authority on 02 9714 7336

### For more information

Email [youthecosummit@sopa.nsw.gov.au](mailto:youthecosummit@sopa.nsw.gov.au) or visit [www.sydneyolympicpark.com.au/YES](http://www.sydneyolympicpark.com.au/YES)

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## Student Behaviour Policy

YES 2015 and the workshops are predicated on the assumption that participating school groups will arrive prepared for engagement, that they will be safe, respectful learners who are willing to cooperate with accompanying school staff, YES Coordinators and Workshop Facilitators as well as collaborate with other students, in order to achieve the event's aims and objectives.

Programmed activities are conducted in an outdoor setting. The area of the event is relatively isolated and is subject to extremes of weather, seasonal insects, and changeable walking surfaces. There are not any food/ drink outlets available, water to refill bottles will be available. Students should take personal responsibility in preparing for their excursion by planning for snacks/lunch/water, rain/sun/insect protection, suitable covered footwear, writing materials/clipboard, camera, and a suitable back pack.

Achievement of event outcomes, personal satisfaction and individual learning requires students to behave with a high level of decorum. Students should:

- o Quietly move around the event area in a supervised and timely manner
- o Manage activity resources safely, dependably and respectfully,
- o Treat all others with decency and civility
- o Demonstrate empathy with the flora and fauna in their surroundings
- o Use cameras and recording devices for excursion purposes only and
- o Comply with instructions and directions.

(Please see NSW DEC Policy 'Student Discipline in Government Schools' 3.1, 3.2, 3.6, 3.7)

Accompanying staff members are ultimately accountable for student behaviour and retain 'duty of care' during the Event. However, students should be aware of the requirement that they follow instructions and directions from the Coordinating Staff and Workshop Facilitators. Students are required to take personal responsibility for their behaviour.

Activities within the Parklands of Sydney Olympic Park are undertaken in strict compliance with the Plan of Management. School groups are not permitted to interfere with the flora and fauna in any way. Event activities take place in public spaces. School groups are required to move around effectively and safely, sharing pathways with other park users including cyclists, walkers, joggers and service vehicles. We advise that valuables are not brought to the event.

Workshop facilitators will encourage students to practice appropriate behaviour in accordance with the spirit of the preamble and verbally reward them when it is demonstrated. Conversely, after advice and cautions have been issued, a Workshop facilitator or coordinating staff may determine that the Student Behaviour Policy has been breached. In consultation with the supervising school staff, a Workshop facilitator or coordinating staff may take one of the following actions:

- o Misbehaving students or groups are withdrawn from an activity into a supervised 'time out'
- o The remainder of the activity is terminated and the class undertakes a supervised 'time out'
- o The remainder of the program is terminated and the class is supervised in the staging area.

Terminating the workshop requires the Workshop facilitator to contact the YES Organising Committee and complete an Incident Report.

### Further Information

This policy has been designed to provide behavioural guidelines for staff and students who participate in education programs offered at Sydney Olympic Park. This policy is designed in conjunction with the NSW DEC Policy 'Student Discipline in Government Schools.'

([https://www.det.nsw.edu.au/policies/student\\_serv/discipline/stu\\_discip\\_gov/PD20060316.shtml?level=Schools](https://www.det.nsw.edu.au/policies/student_serv/discipline/stu_discip_gov/PD20060316.shtml?level=Schools))

### For more information

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