

Learning
comes
alive!
at Sydney Olympic Park



Excursion Booking Kit

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Booking Terms and Conditions

Booking an Excursion

A School Excursion Booking Form can be obtained by calling our Bookings Coordinator at Sydney Olympic Park Authority on 02 9714 7888 or email bookingsvc@sydneyolympicpark.com.au. Teachers will receive confirmation with any additional information via email. Excursion information can be obtained on the website www.sydneyolympicpark.com.au. If you do not receive a confirmation email please call the Bookings Coordinator

Final Student Numbers

The school is required to call the Bookings Coordinator 02 9714 7888 to finalise student numbers five days prior to the excursion date. The Authority will invoice the school for the student number quoted or the number of students in attendance on the day, which is ever greater.

Wet Weather Cancellation

Cancellation of an excursion due to inclement weather must occur by 12pm on the day prior to the excursion date. If this requirement is not met a cancellation fee of \$150 per class booked applies. To cancel an excursion outside of office hours please call the Education Coordinator on 0438 642 817.

Excursion Cancellation (General)

The cancellation of a booking (unrelated to inclement weather) within 2 weeks of the excursion date will incur a cancellation fee of \$150

Minimum Numbers

Minimum numbers for a single class excursion is 20 students or 50 students for Get Active Day.

A minimum fee applies to groups with fewer than 20 students

- \$218 – K-6
- \$290 – Yrs 6-10
- \$380 – Yrs 11-12 (If two senior classes from one school combine to form a group size of >30 but <40 the group will be split into 2 classes. In this case, as the group are fewer than 20 students each, a minimum fee of \$380 per group will apply)

Group Size

Group sizes for the excursion can be a maximum but not exceeding 30 students in accordance with the Risk Management policies. The total number of students that arrive on the day will be divided up into group sizes of between 25 and 30 students.

Excursion Start & Finish Times

Each excursion has a specific start and finish time as listed below. A school may coordinate their excursion within these times depending upon the needs. For Active Lifestyle Program times refer to page 2 of the Booking Form.

- K-6 9.30 am to 11.30 am or 12.30 pm to 2.30pm
- K-6 Get Active Day 10am to 2.00pm
- Yrs 6-10 10.00 am – 2.00 pm
- Yrs 11-12 9.15am -2.15 pm

What to Wear

For field based excursions, students and teachers are advised to wear flat, covered footwear (not gumboots), a broad brimmed sun hat, appropriate and comfortable clothing and rain gear if necessary. For PDPHE and sports programs, students should wear their school sports uniform or appropriate sports clothing, runners and a hat/cap. For aquatic programs students need a towel and swim wear (goggles, swim cap and change of clothing optional).

What to Bring

Students and teachers should bring their morning tea, lunch, cold drinks/ water, sun block and mosquito repellent.

First Aid

Accompanying Education Officers carry a small First Aid kit. 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 excursion. One teacher must be present at all times to supervise their class.

Important Information

Please ensure you read our Excursion Booking kit and other relevant excursion documents found on our website www.sydneyolympicpark.com.au/education and sign the 'Booking form – School Excursions' before returning by fax to the Bookings Coordinator. Please contact us on 02 97147888 if you do not have access to our website.

Student Behaviour Policy

Preamble

The design of the excursion programs are predicated on the assumption that participating school groups will arrive on site; prepared for engagement, that they will be safe, respectful learners who are willing to cooperate with accompanying school staff and Education Officers as well as collaborate with other students, in order to achieve the program's aims and objectives.

Program activities are conducted in an outdoor setting. The study area of the field environment is relatively isolated and is subject to extremes of weather, seasonal insects, changeable walking surfaces and has no food and limited drink outlets. Students should take personal responsibility in preparing for their excursion by planning for snacks/lunch/water, rain/sun/insect protection, suitable covered/all terrain footwear, writing materials/clipboard, camera, suitable zippered bag that will discourage bird intrusion.

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

- Quietly move around the program study area in a supervised and timely manner
- Record activity outcomes and observations with accuracy and thoroughness
- Manage activity resources and equipment safely, dependably and respectfully,
- Treat all others with decency and civility
- Demonstrate empathy with the flora and fauna in their surroundings

Accompanying staff members are ultimately accountable for student behaviour and retain 'duty of care' during the excursion. However, students should be aware of the requirement that they follow instructions and directions from the Education Officers. 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 unless permitted to do so by the Authority's Education Officer.

Excursion activities may take place in public spaces. School groups are required to move around effectively and safely, sharing pathways and boardwalks with other park users including cyclists, walkers, joggers and service vehicles.

Electronic devices are not to be used during excursion activities. Cameras and water bottles are permitted. School bags are secured in a locked area, however we advise that valuables are not brought on the excursion.

Education Officers 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, an Education Officer may determine that the Student Behaviour Policy has been breached. In consultation with the supervising school staff, an Education Officer may take one of the following actions:

Misbehaving students or groups are

- withdrawn from an activity into a supervised 'time out'
- The remainder of the activity is terminated and the class undertakes a supervised 'time out'
- The remainder of the program is terminated and the class is supervised in the shade sail area.

Refer to individual Sydney Olympic Park venues for their Conditions of Entry. Terminating the excursion requires the Education Officer to contact their supervisor 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 DET Policy 'Student Discipline in Government Schools.' (https://www.det.nsw.edu.au/policies/student_serv/discipline/stu_di_scip_gov/PD20060316.shtml?level=Schools)

Bicentennial Park Regulations

Preamble

The Bicentennial Park Regulations are in place to prevent damage to the Park and to ensure that visitors may come in safety without harassment. Bicentennial Park has been designed for the purpose of passive recreation and the co-operation of all visitors is sought to preserve and protect the Park for the enjoyment of all. The following summary is designed to assist visitors to observe regulations

Within Bicentennial Park it is an offence to:

- Use indecent, obscene, insulting or threatening language;
- Behave in an offensive or indecent manner;
- Fail to comply with a reasonable request of an authorised person;
- Deposit any domestic or industrial waste;
- Leave any litter except in receptacles provided, or pollute any water;
- Drive any vehicle on cycle track or footpath;
- Park or drive any vehicle on grass;
- Use grass skis in the Park;
- Exceed 30 km/hr in any motor vehicle or bicycle;
- Exceed 15 km/hr at a pedestrian/cycle crossing;
- Teach any person to drive;
- Drive, ride, park or act contrary to any sign;
- Abandon any vehicle;
- Damage any lawn or grass or remove or damage any plant, timber or log;
- Dig any soil or deface any rock;
- Damage, deface or injure any thing or surface whatsoever within the Park;
- Destroy, capture or injure any animal or interfere with any habitat;
- Operate any motorised aircraft, boat or car or other vehicle;
- Cause annoyance through use of radios, cassettes or audio equipment;
- Bathe, wade or swim in any lake, pond, stream or ornamental water;
- Play or practice golf;
- Light a fire except in portable gas cooking equipment;
- Discharge fireworks;
- Carry or discharge a firearm or prohibited weapon
- Allow or bring in any stock, horse or animal other than a dog; Fail to keep a dog on a lead and under control;
- Take a dog into an area where dogs are prohibited by signs;
- Camp or reside within the Park;
- Consume alcohol in alcohol-free zones.

In addition it is an offence to do any of the following without prior written permission from Sydney Olympic Park Authority:

- Collect any money or sell or hire any item;
- Conduct amusements, entertainment, instructions or performances;
- Participate in or organise demonstrations or public meetings;
- Display or distribute any commercial or political matter;
- Undertake filming or photography for commercial purposes;
- Erect any structure.