

Excursion Pack for Partner Schools

Contact Details:

Julie Duncan

Operations Manager

Julie.Duncan@vu.edu.au

9919 1996 or 0419 590 715

<http://wyndhamtechschool.vic.edu.au/>

About Wyndham Tech School

The Wyndham Tech School will excite and engage the young people of the West in science, technology, engineering, arts and mathematics (STEAM), innovation, and the industries and jobs of the future.

The Wyndham Tech School is a high-tech learning environment that facilitates innovative educational programs with direct links to local industry. At Wyndham Tech School, students will use the design thinking process to collaboratively solve problems from multiple industries. They will also engage with cutting edge technology in robotics, virtual reality, advanced manufacturing processes, and more.

Students from our thirty-four partner schools in the Hobson Bay and Wyndham area will have access to the Tech School throughout the year for specialised programs and access is free for partner school students during school hours.

Excursion Preparation

The following information is for teachers to include in the Excursion / Event Planning pack sent home to parents. As the Tech School is a new DET initiative, we advise that you include the following for parent information.

Where circumstances require, schools are encouraged to add and edit the information relating to their planned experience at Wyndham Tech School.

Description / Educative Purpose

At the Wyndham Tech School students will take part in a science, technology, engineering, art, and maths (STEAM) based learning program which will challenge them to address real world problems. Programs are developed with input from local industry partners and aim to develop students' enterprise skills. By taking part in a Tech School program, students will engage in the design thinking process and develop their collaborative, problem solving, and critical thinking skills.

While at Wyndham Tech School students will have the opportunity to engage with cutting edge technology including robotics, advanced manufacturing, and virtual reality. They will learn about these technologies and how they are influencing and changing local industries.

The programs at Wyndham Tech School aim to enhance and build on the learning that students are undergoing in their schools, while giving access to technologies that may not be available on a daily basis.

Students will be transported from their schools via CDC and Bacchus Marsh Coaches and returned to school before the end of their regular school day.

Wyndham Tech School Phone: 03 9919 1996

Venue/Location

Wyndham Tech School, Victoria University, Werribee Campus Building 14. Gate 2 via Hoppers Lane, Werribee

Additional Details

FOOD ARRANGEMENTS

Students are encouraged to bring their own food (recess and lunch). The canteen at Victoria University is currently closed, therefore there is no option to access food on campus. Students may not leave the grounds to obtain food. Tap water is available for students on site. There is also boiling water and a microwave available to students during the lunch break.

RULES OF CONDUCT

To ensure a positive experience for everyone at the Wyndham Tech School, students are expected to behave according to their school's rules and expectations as well as those of Wyndham Tech School. Where any inconsistency occurs, the rules of Wyndham Tech School will take precedence. They are also expected to show respect for others and their property. Serious misbehaviour may result in the student being sent home or back to their home school.

CHILD SAFE

Wyndham Tech School staff are Victoria University employees. All staff and volunteers have completed a Working with Children Check and Wyndham Tech School has a Child Safe Policy in place.

DRESS CODE

Students should follow their school's dress code while at Wyndham Tech School, however, closed-toe shoes are necessary and long hair should also be tied up. Any safety equipment required will be supplied by Wyndham Tech School.

BAG STORAGE

Unlocked cupboards are available for students to store their personal belongings on the day. Wyndham Tech School encourages all students to take responsibility for their belongings and leave valuable items at home. All equipment needed for the program will be provided.

TRANSPORT

Departing from home school at:(please fill as appropriate)

Returning to home school from Wyndham Tech School by:..... (please fill as appropriate)

Information for Excursion Organisers

Transportation

Bus transport to and from the Wyndham Tech School is organised by the Wyndham Tech School for all program bookings with a minimum of 20 students. All costs are also borne by the Wyndham Tech School. Departure and return to school will happen within regular school hours.

Student Medical Information

A confidential medical information form must be completed by parents or carers before students attend any event at Wyndham Tech School. Classroom teachers should have provided parents or carers with the opportunity to vary any information previously given to the school.

Please ensure:

- Any relevant medical information (anaphylaxis plan, asthma plan, etc.) is provided to Wyndham Tech School 7 days prior to the students' attendance
- Any medication or emergency equipment required for students must be provided by schools
- The teacher-in-charge takes the medical information forms on the excursion
- The forms are available to other excursion staff and Wyndham Tech School staff in emergency situations
- Copies of the forms are kept at the home school

Information Required by Wyndham Tech School

Schools must provide Wyndham Tech School with the following information 7 days before students attend the facility.

- Relevant medical plans (as listed above)
- Completed photo/video permission forms (please inform us of any students who are not able to appear in photos or videos)

Logistics

Bus Drop Off

Teachers and students will be dropped off at the rear of the Wyndham Tech School building. They will be met here by a member of staff who will escort them to the main entrance of the building. One teacher will be required to sign in the students attending along with the number of teachers accompanying the the class at the front desk.

Sign-In Protocols

Teachers will need to provide Wyndham Tech School staff with a hard copy of the attendee list on the day of the visit to Wyndham Tech School (including teaching staff). Teachers will also be required to sign-in to Wyndham Tech Schools via kiosk near the front desk. Teachers may either sign in attendees with their details as the visitor type "School Visit" or if the number of attendees is greater than 50 you will be sent a QR code. Please note that any teachers visiting the Wyndham Tech School or the first time will be required to register under "First Time Visitor" regardless of whether they have a QR code. Teachers will be presented with a quick check-in form as part of the sign-in process.

This system has been put in place to ensure that all visitors are accounted for in the event of an emergency. Teachers have duty of care during the visit and they will need to ensure that rolls are marked on departure from school, after the lunch break, and when they leave to ensure all students are accounted for.

Working with Students of All Abilities

The Wyndham Tech School building is disability accessible. A accessible toilet is available within the building. Upon booking a program Schools should advise Wyndham Tech School of any students with physical disabilities so that suitable bus transportation can be arranged (if required). At Wyndham Tech School we have a designated area where students who would like to step away for a few minutes can do so.

Risk Assessment

A detailed risk assessment for activities undertaken at Wyndham Tech School is available upon request.

Information for Teachers

Prior to Attendance

Prior to attending the Wyndham Tech School with their class, it is an expectation that teachers will have a clear understanding of the program that their students are attending at Wyndham Tech School.

COVID Safe Plan

VU SAFE – COVID DAILY SCREENING GUIDE

All visitors (excluding students) to the Tech School must download the VU SAFE App prior to arrival.

The VU SAFE APP is Victoria University's emergency communication and safety tool. This App will also be used as a push notification and communication tool in the event of a campus or external emergency impacting the campus – so please allow push notifications.

Full instructions on how to download the App and complete the COVID screening tool will be sent to teachers separately.

For more information about your safety go to the safer communities website - <https://www.vu.edu.au/about-vu/facilities-services/safer-community>

Requirements:

- **Ensure physical distancing** - Workers and visitors must be 1.5 metres apart as much as possible.
Any medication or emergency equipment required for students must be provided by schools.
- **Wear a face covering** - All adults entering the Tech School must wear a face covering as per public health advice.
- **Practise good hygiene** - The Tech School will frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones. Soap and hand sanitiser will be available for all workers and visitors onsite. Regular and thorough handwashing is encouraged.
- **Keep records and act quickly if anyone becomes unwell** - Wyndham Tech School must keep records of all people who enter for contact tracing, via the VU SAFE APP. Anyone who falls ill during a visit to the Tech School will be isolated in the Conference Room until arrangements can be made for the individual to leave the premises.

During Attendance

During your time at the Tech School we expect teachers to take an active role. You will be responsible for actively monitoring students and addressing inappropriate behaviour with support from Tech School staff.

We also request that you take on one of the following roles. If this is your first time at the Tech School we strongly encourage you to select Option 1.

Option 1 – Participant

As a program participant you will be taking on the role of a student for the day (while still maintaining the supervision mentioned above). You will engage in all the learning activities and will join one of the groups for the day. This is a great way of learning some new skills and getting a reminder of what it is like to be thrown into something new and challenging. In taking on this role, we strongly encourage you to act as a student while letting the students take the lead. This option will allow you to experience the design thinking process from a student's perspective, hopefully sparking new ideas for learning programs back at your school.

Option 2 – Critical Observer

At the Tech School we are always looking to gather data on the impact and effectiveness of our programs. This is where you can help us.

There are two parts of the critical observer role; personal reflection and feedback. The personal reflection element asks you to observe the teaching, learning program, and interactions to reflect on what these can mean for your practice. Consider this a little bit like a short teaching round. The aim is to get you thinking about what worked, what didn't, and what you might try back at school. We are certainly not perfect, and we are not saying that what we are doing is the best and only way to do things. However, as a teaching community we want to make sure that we are learning from each other. This is where the second part of the role comes in.

We want your feedback. As an observer you will have a chance to provide input on the program and teaching through our surveys. We want you to look at what students are doing, how engaged they are, and where we lose them. You will also be able to ask students about their participation and record this feedback for us. This will really help us continue to develop and improve our programs.

Whichever role you select we expect that you will be an active participant in the day. We know that there are a lot of demands on teachers and that the temptation will be there to answer emails or try to get other work done. We strongly encourage you to avoid this and be fully present and enjoy the day.