



woodleighRS2019.org



## Mail Out Two

February 8 2019

Hi folks,

*Wominjeka!*

I hope that you had a relaxing and enjoyable New Year period and were able to celebrate with family and friends. I would also like to introduce you to Bernadette Piekacz who has joined Woodleigh this year and her first role is to help make this conference a memorable one for you all.

Our student leaders have put together a little clip that you may like to share with your delegates and their families.

<https://vimeo.com/304973922>

Thank you to all the schools that have already registered, it has helped us immensely with our conference planning and preparation. This mailing will cover a lot of very important information regarding the conference and the preparation that you and your delegates will have to undertake, including full registration of every individual delegate. Please read it carefully and be sure to meet all deadlines if you wish to avoid disappointment or frustrations. If you have any questions about the conference or Australia, please do not hesitate in contacting Gareth or Bernadette on the following e-mail address:

[rsconf@woodleigh.vic.edu.au](mailto:rsconf@woodleigh.vic.edu.au)

### Conference website

<https://www.woodleighrs2019.org>

Please check the website on a regular basis for updates.

Full detailed information is on the website under Conference Details

### Conference dates and transfers

#### Sunday 7 April – Thursday 11 April

All delegations should arrive at Melbourne Airport (Please note this should be Tullamarine Airport NOT Avalon) before 1.00pm on **Sunday 7 April**. There will be a range of activities available at Woodleigh from 1.00pm until the program officially commences at 5.00pm. The school is about a 90-minute drive from Melbourne's Tullamarine Airport.

All delegations should depart anytime after midday on Thursday 11 April.

**Woodleigh will transfer all delegations to and from Melbourne (Tullamarine) Airport on 7 and 11 April as part of the conference fees.**

## **Delegation size**

Due to the many responses, Woodleigh have worked with our providers and we are now able to cater for some extra delegates. Please contact us on the following e-mail address if you would like to add to your delegation: [rsconf@woodleigh.vic.edu.au](mailto:rsconf@woodleigh.vic.edu.au)

## **Delegation preparation**

Please be aware that this conference intends to challenge all participants by taking them out of their comfort zone. It is designed to be an educational experience rather than a tourist experience. Delegates should be reminded of the need for an open mind and an open heart to make the most of our week together.

## **Registration**

In order to finalise number and ensure we can adequately prepare our team; full delegate registration needs to be completed as a matter of urgency. This is available on the conference website Please make sure you enter all the required information and check that it has been inputted correctly. A confirmation e-mail will be sent to delegates once they have submitted their registration. Invoices will also be generated once you have confirmed your delegates. If you have any questions at all please contact Gareth or Bernadette.

**Conference registration must be completed by all schools and individual delegates by: Friday 22, February 2019**

## **Conference fees**

Following the completion of full registration of a delegation and the information being submitted on the conference website an invoice will be e-mailed to the Round Square representative requesting the payment of the conference fees.

**All conference fees must be paid before Friday 8 March, 2019.**

**Note: Accommodation is NOT available on campus before April 7 or after April 11.**

## **Refund Policy**

We regret to inform you that in the case of any withdrawals no refunds can be made, however you are welcome to change the name of delegates if essential.

## **Risk Assessment**

The next mailing will have information pertaining to our Risk Assessments from both Woodleigh School and our providers.

## **Child Protection Policy**

At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. The School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. We ask all adult delegates to please become familiar with the Woodleigh Policy [here](#) and upon arrival during registration all adult delegates will be asked to sign our Code of Conduct .

## **Adventure and Service Days**

The next mailing will provide delegates with an opportunity to ballot for adventure day experiences. All delegates will also be informed in a later mailing which service day projects they have been allocated to. This will give delegates a chance to visit relevant websites of the service projects and to plan in advance to ensure an unforgettable experience.

## **Pre-conference projects**

Schools are encouraged to make the most of the opportunity to visit Melbourne – if you would like to join other RS schools please contact Darren Collins from Melbourne Adventure Hub.

### **Melbourne Adventure Hub**

P: 1300 182 077

M: 0447 777 869

E: [info@melbourneadventurehub.com.au](mailto:info@melbourneadventurehub.com.au)

W: [www.melbourneadventurehub.com.au](http://www.melbourneadventurehub.com.au)



## **Visas**

Information about visa requirements to Australia should be checked with your local embassy ASAP. If required there is a letter of invitation on the webpage under travel information.

## **Accommodation**

All student delegates and RS reps will be accommodated within the Glamping area set up on our School oval. The concept is designed to provide a taste of community living; providing a mix of comfort with outdoor style. Bathroom facilities will be of a good standard. For those who have been involved in pre-conference experiences we will aim to provide some opportunities to laundry facilities on site, but as we are a day school these will be limited.

## **Conference programme**

The conference programme will soon be on the website as a draft version. It is a full and challenging programme that connects the IDEALS with the main theme: 'Gen Z: Mindshifters.'

Please check the conference website regularly for updates.

## Weather / climate

Four seasons in one day is the motto of Melbourne weather! April is autumn and we often have mild clear days (19 degrees) and cool evenings (9 degrees). However, delegates must prepare for slightly warmer weather (think hat and possibly sunscreen) but also a warm and waterproof jacket will be essential as we will aim to be involved in the outdoors as much as possible. The most suitable jackets will easily be folded and stored in a small backpack.

## Medical

**It is important that all delegates have their own medical / health insurance.** Woodleigh's school nurse will be on site throughout most of the conference and a hospital is within 10 minutes of the Campus.

It is safe to drink the tap water in Melbourne (we have one of the highest standards of drinking water) In keeping with our commitment to sustainable practices we will not be regularly providing bottled water and we encourage all delegates to bring their own water bottles.

## Contacts / Enquiries

Gareth Bolch and Bernadette Piekacz  
[rsconf@woodleigh.vic.edu.au](mailto:rsconf@woodleigh.vic.edu.au)

## Mailing Two checklist:

- Conference website – *check the website on a regular basis*
- Invoice and payment details – *will be emailed to you after registration has been submitted*
- Conference fees – *to be paid before Friday 8 March 2019*
- Visas – *check with local Australian embassy for visa requirements (please see invitation letter on website)*
- Insurance – *all delegates must have full medical and travel insurance*
- **Register before Friday 22 February, 2019**

Warm regards  
Gareth

### GARETH BOLCH

Conference Director and Deputy Principal – School Administration

#### **Woodleigh School**

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