

**Booking**

Please ensure you read our Booking Kit in its entirety and sign the Booking Form before returning by scanning and email to your Customer Service Representatives email address.

**Final Student Numbers & Payment Terms**

Please contact the Bookings Co-ordinator on 0422 728 083 to finalise student numbers no later than two weeks prior to the event date. Upon receipt of your booking kit, YGFA will send you an invoice for a 50% deposit to secure your booking to be paid within 7 days. The final payment invoice, reflecting the balance will be due 2 weeks prior to the event. We do not accept payment on the day under any circumstances as stock is needed to be ordered for your event prior to.

**Wet Weather Postponement**

Postponement of an excursion due to inclement weather must occur by 12pm on the day prior to the excursion date. A new date will be allocated that suits the client subject to availability. Young Guns Fishing Adventures reserves the right to postpone an event at their discretion if the weather conditions pose risk to YGFA staff or students.

**Excursion Cancellation**

The cancellation of a booking (unrelated to inclement weather) must be confirmed no later than two weeks prior to the excursions booked date or will incur a cancellation fee of 50% of the total fee.

**Minimum Numbers**

Minimum numbers for a single vacation care group is 20. Minimum numbers for any school related service is 30. Minimum numbers for birthday parties is 10. Please inform us if you object to combining with another group on the day.

**Group Size**

Group size for each individual excursion can be a maximum but not exceeding 60 students in accordance with YGFA risk management policies. If a client wishes to have a group with numbers exceeding the maximum number the booking will be accepted on the proviso the group is split into multiple groups on site ensuring no group exceeds the maximum. Extra staff will be allocated to each group in the case.

**Event Start & Finish Times**

Each event has a specific start time and finish/pack up time but we are able to work around the needs of the group.

**What to Wear**

Students and guests are advised to wear flat, covered footwear (not gumboots) a broad-brimmed hat, appropriate and comfortable clothing and rain gear if necessary. Sunscreen and fly/insect repellent is provided.

**What to Bring**

Students and teachers/guests should bring their morning tea, lunch, afternoon tea & cold drinks. There are no nearby food outlets or drink machines.

**First Aid**

YGFA Education Officers have a small first aid kit each on their person. A large first aid kit is stored on site and all staff are accredited Senior First Aiders.

**Student Behaviour - Duty of Care**

The school teachers, parents/guardians or vacation carers must exercise 'duty of care' at all times during the excursion. Teachers, vacation carers, parents or guardians must be present at all times to supervise their students. YGFA instructors reserve the right to enforce a time out for students behaving in a manner that poses risk to themselves, the YGFA staff or the public.

## ***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/cold drinks/ rain protection, suitable covered all terrain footwear, camera.

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 safely, dependably and respectfully,
- Treat all others with decency and civility

- Demonstrate empathy with the flora and fauna in their surroundings

- Use cameras and recording devices for excursion purposes only and

- Comply with instructions and directions. (Please see NSW DET 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 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.

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'.

This policy has been designed to provide behavioural guidelines for staff and students who participate in education programs offered by Young Guns Fishing Adventures. This policy is designed in conjunction with the NSW DET Policy 'Student Discipline in Government Schools.'