



Blackwood Special Schools Outdoor Education Centre (BSSOEC)

Snow Program Manual









Monday 3rd to Friday 7th August 2026

School staff: it is vital that all staff attending and School Principals are thoroughly conversant with this material. Within the manual is the pertinent planning information relating to the event. The remaining forms can be found on the Snow program event page on our [website](#).

<https://www.blackwoodssoec.vic.edu.au/our-events/other-events/alpine-winter-program>

Parents: This camp is a challenge and the students gain enormous confidence and pride in their accomplishments. If you have any doubts or concerns about the program please contact the Snow program Co-ordinator at your school.

CHECKLIST OF FORMS TO RETURN (Snow program coordinators)

Snow program coordinators: please send a copy of all forms below to shane.lefevre@education.vic.gov.au by Thursday 25th June Documents below will be accessible our website event page.	
 / 	Parent/guardian excursion consent form (for each student) Use your own, we don't have our own version at BSSOEC. Example on DET PAL
 / 	Medical form (for each student & staff) Use your own, we don't have our own version at BSSOEC. Example on DET PAL
	Any Action plans (e.g., asthma/anaphylaxis, epilepsy etc)
	BSSOEC Photo/Transport Consent Form (for each student)
	Medical summary (Group form)
	Signed Staff & Principal Form (Group form)

LOCATION

Howmans Gap Discovery Camp [link](#)

- Accommodation address (all nights)
- 2587 Bogong High Plains Rd, Falls Creek VIC 3699
(03) 5758 3228



Falls Creek Alpine Resort [link](#)

- Base location for downhill skiing
- 1 Slalom St, Falls Creek VIC 3699

Windy Corner shelter [link](#)

- Base location for X country skiing
- 23 Bogong High Plains Rd, Falls Creek VIC 3699

ACCOMMODATION

All students and staff participating in the Blackwood Snow Program will be staying in bunk room accommodation at YMCA's Howmans Gap Discovery Camp.

We have 120 beds available, spread across multiple buildings on the campus. Everyone will be assigned rooms prior to attending.

There will be another organised program at Howmans Gap during our stay, so we'll share communal spaces with them.



MEALS

- All staff & students will provide their own lunch on day one. All other meals will be provided by YMCA
- Breakfast will be available in the dining hall between 7:00-8:15am
- Lunch will be provided either in the dining hall or packed and eaten whilst out on day trip (depending on the activity plans for the day)
- Dinner will be served in the dining hall from 6:15-7:30pm
- Morning and afternoon tea (fruit, biscuits, hot and cold drinks) will be supplied 24 hours.
- On our final day at Howmans, a takeaway cut lunch will be supplied for the bus ride home
- Full menu to be confirmed, but for a sample menu, please see the [YMCA catering page](#)

TRANSPORT

- All participants will be transported to and from Howmans Gap via coaches organised by Blackwood SSOEC through the Coach Australia Group
- A coach will stay with us to transport students to all locations & activities throughout the program
- Blackwood SSOEC will also bring a 4WD ute for transporting equipment and potentially for transporting students and staff when required
- YMCA also have vehicles that may be used to transport staff and students
- All transport arrangements will comply with requirements for travel in Alpine environments



Itinerary

A more detailed, itemised itinerary is in development and will be distributed once confirmed.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Bus pickups at schools between 08:00 – 12:00	A: X country ski	A: Snowshoe	A: Full day X country ski or	Depart YMCA 08:00
		B: Snowshoe	B: X country ski	B: Full day Downhill ski/board	
Lunch	BYO	Lunch at YMCA or packed (not sure)	Lunch at YMCA or packed (not sure)	Packed lunch dropped at Windy corner / police (By YMCA)	Packed lunch (By YMCA)
Afternoon	Arrive YMCA 16:00. Settle in, welcome	Snow play, tobogganing	Snow play, tobogganing	A: Full day X country ski or	Dropped off back at schools between 13:00-16:00
				B: Full day Downhill ski/board	
Dinner	Dinner at YMCA	Dinner at YMCA	Dinner at YMCA	Dinner at YMCA	
Evening	Activity TBC	Activity TBC	Activity TBC	Activity TBC	



RESPONSIBILITIES

PROGRAM ORGANISATIONAL TASK	BLACKWOOD STAFF	SCHOOL PROGRAM CO-ORDINATOR	PRINCIPAL
Issue Manuals	X		
Publish Risk docs	X		
Organise itinerary	X		
Book lesson times and necessary equipment hire	X		
Organise hazardously endorsed transportation	X		
Read Manuals		X	X
Read Risk docs		X	X
Distribute Manual to staff & parents		X	
Complete DET camp forms		X	
Student Activity Locator	X	X	
Approve school's participation			X
Approve the suitability of staff			X
Select participating students & staff		X	X
Return forms detailed on p1 of this manual		X	X
Ensure students are equipped with appropriate winter clothing		X	
Ensure group has sleeping bag, linen, pillow, pillow case		X	
Student Supervision at ALL TIMES		X	



DET INFORMATION

It is essential that all staff participating in the Blackwood Snow Program are familiar with The Victorian Government Excursions (including camps and adventure activities) Policies & Guidelines. **For the program coordinator, this includes the [online learning module for Camps & Excursions](#)**

<https://www2.education.vic.gov.au/pal/excursions/guidance/approvals>

Please note... You will need to submit daily [Student Activity Locator Forms](#) for the duration of the program. If there is an emergency situation in an area you are visiting DET are then able to contact you & your school to inform you of any actions you need to implement. Blackwood staff will also submit general Student Activity Locator forms.

- It is the full responsibility of each individual school participating in the program to ensure that the appropriate department of education & training (DET) camp/excursion forms are approved by your principal
- It is very important that parents/carers have complete details of this camp including the skill and fitness levels required
- Information included in this booklet and the YMCA student/parent handbook should form the basis of details presented to parents/carers

STUDENT SUPERVISION

- Teachers are reminded that their duty of care extends for the entire duration of the program.
- All department of education and training regulations regarding supervision must be adhered to and staff are reminded that the consumption of alcohol is strictly forbidden.
- Should students select the downhill skiing option for the program, visiting staff **MUST** be capable of supervising students whilst they are skiing.
- Blackwood SSOEC will provide 6 staff (5 teachers, 1 ES) who will lead lessons like snowplay, snow shoeing, tobogganing and basically assist in running the program smoothly. This may also mean running lessons for students back at Howmans who need time out of the weather or off their feet.



EQUIPMENT & CLOTHING

- Please see the packing list for clothing and equipment for everyone to bring. Any equipment needed to take part in skiing, snow shoeing or tobogganing will be hired from Howmans Gap YMCA or Falls Creek. Cost is included in per student price
- We encourage where possible students to borrow appropriate clothing from family or friends or buy from op shops
- We would encourage Visiting staff to organise students to pack their bags and bring them to school on Friday the 8th of August so that clothes can be checked for suitability allowing time to locate anything extra that maybe needed