



Year 7 Phillip Island Camp

Monday 25 May 2026 – Wednesday 27 May 2026

PARENT INFORMATION BOOKLET



CYC The Island
41-53 Church Street
Cowes, Phillip Island

Tel: 5952 2201



Title of excursion/camp: Year 7 Phillip Island Orientation Camp 2026

- Monday 25 May 2026 – Wednesday 27 May 2026
- CYC The Island, 41-53 Church Street, Cowes, 5952 2201,
<https://theisland.cyc.org.au/>

Educational purpose of the program:

- We appreciate that students entering secondary school often take time to settle in and this orientation camp has been organised to ease this transition.
- Camp gives our students the opportunity to feel at ease with their classmates and build constructive relationships with their teachers, in a short period of time outside the classroom.

Camp Venue: - CYC The Island, 41-53 Church Street, Cowes, 5952 2201.

Departure Details

- Students to arrive at school by 8:15am for a 9:15am departure on Monday 25 May 2026.

Return details

- Approximately a 2:00 pm return to school on Wednesday 27 May 2026.

Travel arrangements:

- Students will travel to Cowes in a chartered bus, and the College bus will also be used with a registered driver.

General Supervision at CYC venue:

- Whilst between activities, having meals or in cabins students are supervised and/or guided by attending staff and/or CYC instructors.
- This supervision will be either directly watching and guiding during a camp activity task (duties, activity) or more indirect such as when providing instructions on expected behaviours or for meeting times related to briefings for students to get organised.
- Timelines to meet will be refined during the camp as required.

Activities offered to students throughout the program:

- Whilst camping at the 'CYC The Island', Cowes, each group will participate in a wide range of activities supervised by the Form Teachers.
- The environment encourages a relaxed, low-key approach which ensures safety.
- It is anticipated that activities will include visits to: Churchill, A Maze 'N' Things, Grumpy's Mini-Golf, Clip and Climb, various activities at CYC and Mountain Bike Ride (optional).

Risk Management Plan:

- Activities within this program present the potential for students to sustain physical injury.
- Refer to the information in this booklet for procedures that will be implemented – along with other strategies – to manage the potential risks in the program.
- A risk management plan for this program has been developed by staff and is available for parents to review on request.

THIS IS A SLIP, SLOP, SLAP CAMP!

EQUIPMENT LIST

Everything on the following list is **ABSOLUTELY essential**.

Please bring the following:

- 🌀 **Lunch on the first day.**
- 🌀 One torch.
- 🌀 One sleeping bag. Make it a warm one as it's winter.
- 🌀 Two jumpers.
- 🌀 One pair pyjamas.
- 🌀 T-Shirts.
- 🌀 Beanie
- 🌀 **One waterproof parka/jacket (wet weather gear is essential as it could be wet or very cold when we walk to our night-time activities).**
- 🌀 Two pairs shorts.
- 🌀 Two pairs long pants/jeans.
- 🌀 **SLIP, SLOP, SLAP KIT - sun hat, sunscreen lotion, long sleeved shirt**
- 🌀 **Underwear and socks (three changes of each).**
- 🌀 Two pairs walking shoes.
- 🌀 One soap, towel, toothpaste and toothbrush.
- 🌀 Pillowslip.
- 🌀 Personal first aid - Band-aids, etc.
- 🌀 Plastic Bag for dirty clothes.
- 🌀 Ear plugs for snorers in your room! 😊

Suitcases

**No heavier than 25 kgs
as this is the bus limit.**

NOTE!

**PLEASE LABEL
ALL ITEMS CLEARLY**

NOT PERMITTED UNDER ANY CIRCUMSTANCES

- Pocket knives
- Alcohol
- Cigarettes
- Matches, etc.
- Hair straighteners (hair dryers are allowed).

NO MOBILE PHONES ARE TO BE TAKEN ON CAMP AS PER EDUCATION DEPARTMENT GUIDELINES



Money taken for purchasing of souvenirs (a maximum of \$30) must be kept in a secure wallet, purse, or 'bum' bag clearly named and should always be with the student.

Transport – Bus 1 – Bus 2 – Bus 3 - Minibus – MTB Group 1

Day One Monday 25 May - Activity Groups: Group 1 Group 2 & Group 3

TIME	ACTIVITY	GROUP	TEACHERS	TRANSPORT & ACTIVITY
8:30am-8:40am	Students in form groups/roll marking. Students walk down with their things to the gym Brief assembly - SY to discuss camp	ALL		3 x 57-seater coaches from Ventura bus lines. 21-seater SSC bus driven by SY.
8:40am-8:50-	AWARDS, activities & expectations to the cohort in the gym: SY to organise first aid kits etc. Students play team building games in the gym ran by other staff assist.			SY to talk to MTB Group 1 and ensure their big bags are on big bus and other items on smaller bus.
9am	Load buses	ALL	ALL	
9:30am	Depart SSC	ALL	ALL	ALL
10am At Funky Farm 10am-12pm	Arrive at Funky Farm - early lunch at venue (students bring a packed lunch from home and keep it in a separate bag on the bus).	ALL	ALL	ALL All groups at Funky Farm except MTB 1 – go to Phillip Island MTB 1 – 10:30-12:30pm 3 activity groups for Funky Farm G1 G2 G3
1:30pm	Group 1 – Churchill Island - 1:30-3pm Group 2 - arrive at CYC Group 3 – Amaze n’ Things - 1:30-3pm	ALL	ALL	
1.30pm – 2pm	Group 2- Assembly, allocate rooms and orientation of camp. Staff will have an A4 copy of the cabins, however this will not be accessible to students.		Group 1&3 briefed on arrival	NOTE ROOMS NOT READY UNTIL 2PM!
2:30-4:30pm	CAMP ACTIVITIES – Group 2		ALL	
5pm	Assembly	ALL	ALL	
5:30pm 6:30pm	Dinner- 5:30 -6pm – seated 5:30pm Dinner- 6:30 – 7pm – seated 6pm	ALL	ALL	on kitchen duty
7pm 7:15-8:15pm 8:30-9:30pm 7:30pm-9:30pm	Assembly – bus shuttles to Clip’n Climb and walk to Grumpy’s Group 1A – Grumpy’s Mini-golf Group 1B - Camp Activities Group 1B – Grumpy’s Mini-golf Group 1A - Camp Activities Group 2 - Clip’n Climb	ALL	ALL	Transport of groups will occur with a bus shuttle & staff supervised walk to venue from camp. Group 1 Group 2 Group 1 split in half for Grumpy’s & Camp Activities Walk will be staggered to Grumpy’s and bus shuttle for climbing then back to camp
10pm	All groups back at camp shower then in rooms - go to bed/lights out	ALL	ALL	

Camp Program – Day Two, Tuesday 26 May

Students - Group 1 Group 2 Group 3

TIME	ACTIVITY	Duty GROUP	TEACHERS	TRANSPORT
7.00am	Wake up	ALL		Breakfast- pack-up – lodge 8 & 9
8.00am	Breakfast- lodge 6 & 7	ALL		
8.45-9.00am	Room inspection	ALL	ALL	
9.00-9:30am	Assembly and briefing of activities for the day What to pack and have ready bring/ spending money, snack, water, hat and only a small bag.			
10am-10:45pm 11am – 12pm	Group 3 – Camp Rotation 1 Group 3 – Camp Rotation 2 Group 1 - A Maze 'n Things <ul style="list-style-type: none"> 10am – 12pm Group 2 – Churchill Island <ul style="list-style-type: none"> 10am-12pm 			Mini-bus shuttle to A Maze 'n Things Coach to Churchill Island Groups will spend roughly around 2 hours at these venues.
12:30-1:15pm	Lunch		ALL	Lunch Duty:
1:30pm-2:30pm 2:30pm-3:30pm 1:45pm-4pm 4:00-5:00pm	Group 1 – Camp Rotation 1 Group 1 – Camp Rotation 2 Group 2 - A Maze 'n Things: <ul style="list-style-type: none"> 1:30pm – 3pm Group 3 – Churchill Island <ul style="list-style-type: none"> 1:45pm-3:15pm Swimming Pool? (brrrr)	Lunch Set-up Room 1-4 Room 6 Clean – up Cabin 7 -9 Lodge 2		Mini-bus shuttle to A Maze 'n Things Hired Coach to Churchill Island Groups will spend roughly around 2 hours at these venues
5pm	Assembly	ALL	ALL	
5:30-6:30pm	Dinner-5:30 -6pm – seated 5:30pm Dinner- 6:30 – 7pm – seated 6pm		ALL	Dinner Duty: Lodge 6,7,8
7pm 7:15-8:15pm 8:30-9:30pm 7:30pm-9:30pm	Assembly – bus shuttles to Clip'n Climb and walk to Grumpy's Group 2A – Grumpy's Mini-golf Group 2B - Camp Activities Group 2B – Grumpy's Mini-golf Group 2A - Camp Activities Group 1 - Clip'n Climb	ALL	ALL	Transport of groups will occur with a bus shuttle to Clip 'n Climb & staff supervised walk to venue from camp. Group 1 Group 2 Group 2 split in half for Grumpy's & Camp Activities Walk will be staggered to Grumpy's and bus shuttle Climbing then back to camp
10pm	All groups back at camp shower then in rooms - go to bed/lights out	ALL	ALL	

Camp Program – Day Three, Wednesday 27 May

TIME	ACTIVITY	Duty Group	TEACHERS	TRANSPORT
7.00am	Wake up	ALL	ALL	
8.00am	Breakfast - LODGE		ALL	Breakfast Duty:
8.45am 9.15-9.30am	Pack up bags and clean room Assembly & ready to depart CYC	Set-up Cabin 12 & 13 Lodge 3 & 4 Clean-up 14&15 Lodge 5	ALL	
9:30am – 10:30am	Camp Activities – student choice 8 groups capped at 18 students Activities: <ul style="list-style-type: none"> - Giant Swing - Flying Fox - Pinnacle - Abseiling - Archery - Circatron - Disc Golf 	Un-allotted for duties Cabins Lodge		3 x 57-seater Ventura Bus Lines and SSC bus to return students to SSC MTB Group 2 to meet at 9:30am to leave for MTB & have bags packed to leave on return. MTB Lesson 10:30am -12:30pm
10:30am	Morning Tea			
11am – 12pm	MORNING ACTIVITIES Camp Activities – student choice 8 groups capped at 18 students Activities: <ul style="list-style-type: none"> - Giant Swing - Flying Fox - Pinnacle - Abseiling - Archery - Circatron - Disc Golf 	MTB Group 2		
12- 12:45pm	Lunch at CYC			
1pm	Depart Phillip Island	ALL		3 x 57-seater Ventura Bus Lines and SSC bus to return students to SSC
2pm	Arrive SSC	ALL		SY in small bus with MTB Group 2

Transport – Bus 1 – Bus 2 – Bus 3 – Minibus – MTB Group 2

GENERAL SUPERVISION AT CYC THE ISLAND CAMP VENUE

- Between activities, mealtimes or in cabins, students are supervised and/or guided by attending staff and/or CYC Instructors.
- This supervision will be either by directly watching and guiding during a camp activity/task, or more indirect such as when providing instructions on expected behaviours or for meeting times related to briefings for students to get organised.
- Timelines to meet will be refined during the camp, as required.

DINING ROOM ROUTINE

Duty teams

- Duty teams are need to set tables and clean up after each meal.
- CYC The Island kitchen staff will provide students with details of what needs doing at the time.
- College staff will also be on hand to help with supervision.

Orderly service of Meal

- Teachers will advise the order of service, calling one table.

END OF CAMP CLEAN UP

- At the end of camp, some cleaning/tidying is required.

Sleeping Accommodation

- Remove personal belongings and place on front verandas.
- Place all rubbish in tidy bin.
- Smooth mattress protector, fold doona and place on end of bed.
- Place pillows at the head of the bed
- Ensuites: remove personal belongings.
- Place rubbish in tidy bin.
- Assist staff with small tasks (eg sweeping floor/returning borrowed equipment, etc).

Meeting room

- Assist staff with small tasks

Recreation Hall

- To be left in a clean and tidy state.
- Return any equipment used.
- Assist staff with small tasks.

Dining Room

- Assist staff with small tasks.

EMERGENCY PROCEDURES

- Please be aware of all emergency procedures.
- Students will be guided by staff.
- The following procedures are for staff to follow.

VERIFY: Verify the report. Confirm with other campers, with emergency services or other reliable people, the accuracy of the information about the emergency.

NOTIFY: Notify emergency services and campsite management by the quickest means possible, immediately notify the emergency services and the campsite management.

ASSESS: Assess the danger posed by the emergency. Use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action. It may be helpful to ask the following questions:

- Has the danger passed?
- Is the danger increasing or decreasing?
- Is the danger coming closer or moving further away?
- Is the weather or terrain affecting its progress?
- How much time exists to take alternative action?

ACT: Take action based on the assessment of danger.

- Ensure that injured campers are not exposed to further injury or danger.
- Move people away from the danger area by the safest means, if necessary, move campers indoors to one end of the building, to the furthest part of the campsite, or to a site away from the campsite if time permits.
- Contain the emergency if safe to do so.
- Refer to any specific procedures developed for the emergency.

EVACUATION PROCEDURE FOR ALL EMERGENCIES

(Leaders, teachers, and parent's instructions)

On hearing the alarm, you are to:

- Collect campers' room lists.
- Proceed to the Emergency Assembly Area on the oval (see map over page – *The Island Fire Equipment*).
- Check attendance of campers and report fact to Assembly Area Warden.
- Await instructions from the Manager.

If you are not responsible for a room group, you are to report to the Manager for special duties.

Campers in areas other than cabins, e.g. dining-room, meeting-room, etc are to be assembled by senior attendant responsible for the group in that room and proceed to front oval when instructed.

NOTE: In the event of the oval being an unsafe area, the alternative on-site evacuation area is the REC HALL (Gym). Off-site evacuation area is the Cowes Football ground in Church St.

FIRE PREVENTION

- Smoking is not permitted in, or in the vicinity of buildings.
- All grounds are cleaned and surrounds of camp buildings maintained constantly.

FIRE EQUIPMENT

The site is equipped with seven fire-fighting hoses.

There are extinguishers in:

- Cabins 26 and 27
- Lodges 1 to 10
- The Dining Room
- The Recreation Hall
- The shed
- The kitchen
- The Meeting Room
- The Office
- The Mariners Wharf
- Verandas outside Cabins 18-25

All sleeping accommodation areas are fitted with hard-wired smoke detectors.

A 'Break Glass' alarm is located on the wall:

- Outside the office
- Inside the dining room
- Outside the dining room
- West side of the gym

An emergency phone is located in the main dining room.

Phone numbers for camp staff and emergency services are displayed at the emergency phone.

Maps showing cut-off points for all services (e.g. gas) are located in the kitchen and office

Action Sheets for all emergencies, (e.g. bomb threat, etc) are located in the kitchen and office

FIRE DRILL

It is the responsibility of the group leader to ensure that:

- Campers are familiarised with the evacuation and fire-fighting procedures on the first day of camp.

FIRE-FIGHTING PROCEDURES

- Check the source of the fire.
- Evacuate partially or totally. (See evacuation procedure below).
- Call the fire brigade '000' or '5952 2300' (Speed dial 2064 from the emergency phone in the main dining room).
- Raise the alarm.
- Try to put out the fire, but only if it can be done safely.
- Do not endanger life.
- Await instructions from the officer in charge.
- Keep everybody away from the fire, unless they are on the fire-fighting team.

CAMP ACTIVITIES

Camp activities are as outlined in the itinerary. They include:




- Swimming pool
- Giant swing
- Archery
- Trampoline
- Circatron
- Flying fox
- The mechanical wall

Camp staff will in-service you on safety precautions and instructions upon arrival. Please see the Standard Operating Procedures for the swimming pool, trampoline, giant swing, circatron, archery, flying fox and mechanical wall on the following pages.

User Requirements and Information

Activity	Number of teachers required	The island staff required	Instruction required (by the island staff)
Giant swing	1	X	X
Mechanical Climbing Wall	1	X	X
Flying Fox	2	X	X
Abseiling Wall	1	X	X
Circatron	1 (2 ideal)	X	X
Trampolines	1	X	X
Archery	1	X	X
Bikes	1	X	X
Frisbee Golf	1	X	X
Number, Letter & Photo hunts	1	X	X
Initiatives	1	X	X
Roller Skating	1	X	X
Swimming pool	1:10 ratio, with minimum of Bronze Medallion (we can provide this with notice).	X	X

ACTIVITY SAFETY KEY

<p>STOP</p>  <p>SITE STAFF SUPERVISION ESSENTIAL</p> <p>THIS SIGN INDICATES SPECIALISED ACTIVITY</p> <p>A specialised activity MUST be supervised by site program staff.</p> <p>All instructions must be followed to ensure maximum safety and enjoyment.</p>	<p>CAUTION</p>  <p>ADULT SUPERVISION ESSENTIAL</p> <p>THIS SIGN INDICATES SUPERVISED ACTIVITY</p> <p>This activity MUST be supervised by site staff or an adult who has been trained & signed off by site staff.</p> <p>All instructions must be followed to ensure maximum safety and enjoyment.</p>	<p>THINK</p>  <p>SUPERVISION ADVISED</p> <p>THIS SIGN INDICATES ENJOY</p> <p>Supervision is optional however, it is recommended that all activities have an adult in attendance.</p> <p>All instructions must be followed to ensure maximum safety and enjoyment.</p>
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