

MYP Incursion Booking Guide

This Guide includes all the information you need to book a Courage to Care Middle Years Program (MYP) Incursion.

If you have any questions or require clarification please contact one of our Schools Program Coordinators:

Leah Niven program.coordinator@couragetocare.org.au or call 0478 762 951

Karen Lutchner karenl@couragetocare.org.au or call 0409 709 119

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What a MYP incursion offers

Our Upstander Programs equip students to navigate our diverse society with insight for deeper understanding, acceptance and inclusion. Led by experienced and trained facilitators, students in Years 5-7 are guided through an exploration of their own attitudes and actions. We provide them with tools to develop more empathetic responses, and the language to advocate Upstander behaviour.

Courage to Care is one of the most dynamic and important programs students encounter. Students learn to challenge stereotyping, prejudice, discrimination, and racism by learning what they mean, and come to understand where our beliefs and views of the world come from.

Students will leave with the message that they have the power to create change, and that we each have a responsibility to stand up for everyone's rights regardless of gender, race, ethnicity, religion, ability or difference.

A MYP incursion includes:

- Classroom group discussion and presentation led by a facilitator
- Small group hands-on activities
- Personal testimony of a Holocaust survivor speaker in each class
- Learning to recognise discriminatory behaviour and name it
- Understanding of the central roles of bystanders and upstanders
- Practical ideas of how they can act safely in order to make a difference

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How to book a MYP incursion

Click [**HERE**](#) to complete and submit a MYP incursion booking form online to book your incursion.

Direct queries to:

Leah Niven program.coordinator@couragetocare.org.au or call 0478 762 951

Karen Lutchner karenl@couragetocare.org.au or call 0409 709 119.

The online booking form must be completed in one sitting. It cannot be partly filled in to be saved and completed later. If you don't have all information required on hand, you will lose all information you have already entered and will need to start again on re-opening the form.

We suggest that **before** you submit your completed form, you print it or save it as a .pdf file for your records.

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Booking criteria

Your school must meet all requirements for an incursion to be confirmed. **If your school cannot meet a requirement** and you feel there are exceptional circumstances, please contact the office to discuss.

- 1. The team departs from Caulfield (Vic) no earlier than 8am.**
Please allow for travel time to your location, plus an **additional 30 minutes** for set up time.
- 2. Workshops run for 90 minutes (1 hour 30 mins) without interruption.**
Workshop duration is not negotiable, but we can adjust start times to accommodate the school timetable.
- 3. We can run 2 to 3 workshops per day** depending on distance to travel; and run workshops over one day or multiple consecutive days. Multiple-day incursions must run on **consecutive days/workshops**.
For effective use of our resources, Courage to Care will not schedule workshops across 2 or more days if they can more efficiently be scheduled on the same day.
- 4. Minimum of two classes per workshop**
Minimum of 75 students / maximum 5 classes (up to 30 students per class) per workshop
Please speak to us if there are exceptional circumstances that make it impossible for the school to meet these requirements.
- 5. A separate facilitation space is required for each parallel group/class, equipped with a smartboard (or similar large screen projection) into which facilitators can plug their laptops via HDMI. For each workshop, the ideal is to assign one classroom and its students to each facilitator.**
- 6. It is a condition of participation that all student and teacher participants complete an evaluation following the program. The teachers and students must complete evaluations.**
- 7. Courage to Care requires 6 weeks to plan an incursion. We must receive your completed online form at least 6 weeks prior to your preferred incursion date.**

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Information you need at hand to complete the online booking

INCURSION DATE

- Click [HERE](#) to check Courage to Care's incursion availability.
- Identify your **preferred** date and **2 alternative** choices.
- Include additional days if required.

SCHOOL AND CONTACT DETAILS

- Name of **school** (& campus), telephone, campus address, workshop venue address

- Name, position, mobile phone and email of the **key contact**
- Name, position, mobile phone and email of **alternative contact**

STUDENTS PARTICIPATING IN INCURSION

- Total number of students over the whole incursion program
- Number of **students** in each year level participating
- Number of **classes** in each year level participating
- Approximate number of students participating in **each workshop**
- Number of classes participating in **each workshop**

WORKSHOP DAYS AND TIMES

Keep our criteria in mind:

- ✓ **Minimum 2** classes (up to 30 students per class) per workshop
- ✓ **Minimum 75 students** altogether for the incursion
- ✓ Workshops must be **90 minutes (1 hour 30 mins)** each, uninterrupted
- ✓ Allow travel time from Caulfield **departing no earlier than 8.00am**
- ✓ Allow **half an hour (30 mins) set up time**
- ✓ Allow **at least half an hour (30 mins)** between workshops

Day one

- Specify preferred start times of both workshops (3 workshops if travel time permits) on the **first** day
- Students participating on the **first** day.
Workshop 1: Number of classes; Number of students; Year level
As required:
Workshop 2: Number of classes; Number of students; Year level
Workshop 3: Number of classes; Number of students; Year level

Day two

- Specify preferred start times of both workshops (3 workshops if travel time permits) on the **second** day, if required
- Students participating on the **second** day.
Workshop 1: Number of classes; Number of students; Year level
As required:
Workshop 2: Number of classes; Number of students; Year level
Workshop 3: Number of classes; Number of students; Year level

PROGRAM CONTEXT

- Is this part of a larger school program/curriculum area (e.g. student wellbeing, transition, pathways, peer support, respectful relationships etc). Please outline.

CHILD SAFETY ISSUES

Student confidentiality will be respected.

- Indicate what the facilitation team needs to know about **this cohort** of students. E.g. language or literacy issues, bullying incidents, trauma experiences, trigger issues, other comments

- Indicate what the facilitation team needs to know about **particular students**. For **each student identified** (no need to provide names), provide **year level**, the **special needs/issues** or particular sensitivities and the **workshop day/time** assigned.

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FREQUENTLY ASKED QUESTIONS

Q. How do I work out how many workshops I need?

Each student participates in one workshop of 90 minutes, and we can accommodate between **2 and 5 classes (up to 30 students per class) in one workshop**. Depending on travel and set up time, our team can deliver **2 or 3 workshops a day** – or on consecutive days if your student cohort is large.

Generally, students work with a facilitator in their own classroom (up to 30 students).

For example:

- All your grade 5 and 6 students will participate;
you have 4 classes of grade 5 with 23 students in each class; and 4 classes of grade 6 with 22 students in each class
→ You will book **2 workshops** (one for all grade 5 classes, and a second one for all grade 6 classes)
- All your grade 5 and 6 students will participate;
you have 4 classes of grade 5 with 20 students in each class; and 4 classes of grade 6 with 14 students in each class
→ You will book **2 workshops**. Both workshops will accommodate 2 x grade 5 classes, and 2 grade 6 classes will combine into one group for each workshop
- All your Year 7 students will participate;
you have 7 classes of Year 7 with 25 students in each class
→ You will book **2 workshops**. 4 classes in the first workshop, then 3 classes in the second workshop

For schools with large student numbers please contact one of our program coordinators to discuss your particular need.

Leah Niven program.coordinator@couragetocare.org.au or call 0478 762 951

Karen Lutchner karenl@couragetocare.org.au or call 0409 709 119

Also keep in mind:

- We won't schedule workshops across 2 or more days if they can more efficiently be scheduled on the same day.

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Q. Do I need separate workshops for students from different year levels?

No, it isn't necessary to book separate workshops for students from different year levels.

We can accommodate classes across two or more-year levels, because each class is kept together and a facilitator works within that one class.

If your classes are very small (less than 15 students) two classes can come together into one classroom as long as cognitive/maturity levels are not too dissonant. That's a choice only you as a teacher can make.

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Q. We want fewer than 75 students to participate. Can we still have an incursion?

In exceptional circumstances we may waive the requirement for a minimum of 75 students. If you believe there are exceptional circumstances contact:

Leah Niven program.coordinator@couragetocare.org.au or call 0478 762 951

Karen Lutchner karenl@couragetocare.org.au or call 0409 709 119.

Consider whether you can bolster your student numbers by including additional year levels in your school that would benefit from participating.

Alternatively, you could invite a nearby school to book their own workshop to be part of the same visit, so their students can participate in the program.

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Q. Is there a program for our Year 8 - 12 students?

Yes!

Courage to Care has a **Secondary Years Program (SYP) suitable for students in Years 8 to 12.**

The SYP and the MYP are complementary. Younger students participate in the Middle Years Program and progress to the Secondary Years Program later in their education.

MYP introduces the concepts of stereotyping, prejudice and discrimination and the acceptance of diversity across society; SYP explores more thoroughly the dangerous progression that begins with stereotyping and can lead to hatred and genocide, and how to nip it in the bud.

Click [HERE](#) to access the **SYP Incursion Booking Guide and Booking Form.**

Call us to discuss how to incorporate the MYP & SYP in your school's curriculum.

Leah Niven program.coordinator@couragetocare.org.au or call 0478 762 951

Karen Lutchner karenl@couragetocare.org.au or call 0409 709 119

Q. Can we have just a speaker to address our students for an hour?

No, Courage to Care does not offer a speaker only program.

Courage to Care's Middle Years Program (MYP) has been developed, revised and improved by educators in response to participant feedback and facilitator experience. It is an award-winning program recommended by the Victorian Department of Education (DE) and lauded by the Victorian Multicultural Commission. The current format is inspiring, emotionally compelling and very effective in enabling students to integrate the program's key messages: never be a bystander, and each person can make a difference.

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Q. Can the first workshop begin at 9am?

Getting to you in time for a 9am start is unlikely, unless your school is near our base in Caulfield.

As the program start time must take into account travel time to the school from our base in Caulfield at 8am, and the time required to set up our equipment, our team is unlikely to be ready to commence by 9am.

Our volunteers give their time freely and generously to deliver exceptional programs and to participate in ongoing training to develop and continually improve their skills. In turn, we offer our volunteers respect and the courtesy of guaranteeing that **they will not be required to travel before 8am.**

For a multiple-day incursion when our equipment and materials can remain securely at the school overnight, or if the team is staying overnight nearby, subsequent days of programming may commence earlier. Discuss this with our program coordinators when finalising details.

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Q. Can the workshops fit in our school timetable?

As each school has a different timetable, workshops may fit neatly into your school's timetable. The MYP runs for **90 minutes (1 hour 30 mins)**, and we need a minimum half-hour break between workshops to allow the facilitation team to prepare materials and equipment for the next workshop.

We can sometimes adjust start times so workshops begin at the same time as regular classes but the **duration of a MYP workshop cannot be adjusted** or altered without disrupting the program structure and impact.

Our volunteers perform various roles at incursions to ensure the smooth running and delivery of all aspects of the program. Working in different environments and with different groups of students at every incursion demands a great deal of flexibility from our volunteers. They cannot deliver high quality workshops if the program structure is also disrupted.

Most schools treat incursion days as **day/s of special programming** for participating students and the timetable is altered for these students to accommodate workshops. Students still have the required breaks in their day but the timing may differ.

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Q. Our school is too far away from Caulfield for your team to deliver more than 1 workshop in a day. What do we do?

If your school is in a regional area a few hours' drive from our base in Caulfield, we can arrange for the facilitation team to stay overnight at local accommodation and run further workshops the next day.

As a not-for-profit, we need to ensure our resources are used wisely to deliver our program to as many students as possible, so the school may need to make an extra effort to ensure sufficient student participation. There is no cost to schools for overnight incursions, but we ask all schools to make a suitable donation where possible.

Call our program coordinators to discuss whether an overnight stay in your area can be arranged.

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Q. What child safety precautions does Courage to Care take?

Schools can be assured that Courage to Care, and all our volunteers are child safe and that having our volunteer team at your school poses no risk to students or the school:

- Courage to Care has a longstanding partnership with DE whereby we run programs in schools all over Victoria with DE funding and support.
- All Courage to Care team members have current WWCCs. A week before an incursion, we send the school the WWCC details of volunteers who will visit the school. Team members carry their cards and can show them during the sign in process to the school.
- We have a Code of Conduct that each team member signs and renews annually to commit to adhering to child safety principles.
- Team members must complete a study unit on child safety annually.
- At no time will team members be alone with students. The class teacher will always be present and in charge of the class.
- We can send our insurance Certificate of Currency to a school prior to an incursion.

Courage to Care does not have the capacity to register with SAM4Schools or other online compliance system for each school our teams visit.

We ask schools to facilitate easy sign-in to avoid lengthy processes for our team members.

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Q. What resources does Courage to Care offer for teachers and students?

Courage to Care offers several downloadable resources for teachers as well as links to valuable resources offered by supporting organisations. Check out all our resources [HERE](#)

We continue to develop teaching and learning resources specifically to support the themes in the Middle Years Program and will make these available to teachers in future.

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Q. I love the program. Can I make an annual booking?

Yes! Many schools build a Courage to Care incursion for a particular year level into the curriculum.

For example:

- Year 5: Preparing students for their leadership year, especially if you have a buddy program
- Year 6: Providing them with tools for their transition and move into secondary school
- Year 7: Introducing them to expected behaviours in secondary school
- Respectful Relationships, peer support

Schools with annual incursion programs are provided with early opportunities to book the dates of their choice before our booking calendar is opened each year.

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Q. Are workshops available for teachers?

Yes. Courage to Care's **Teacher Professional Learning** is a two to three hour program for teachers across all subject and teaching areas, with participatory activities and group work.

The Teacher Professional Learning Program helps teachers:

- Become familiar with the program students experience
- Gain insight into how unacceptable behaviours are normalised
- Understand the obstacles to action
- Acquire practical tools for Upstander responses
- Examine and develop the structures in your school with a view to supporting your students in positive culture change.

Email our program manager to enquire about Teacher Professional Learning for your school. program.manager@couragetocare.org.au or click [HERE](#) for further information.

Q. What does an incursion workshop cost?

Courage to Care is proud to offer educational Upstander programs to schools across Victoria **at no charge**. This is to ensure all students can have access to our important messages even when school budgets are tight.

Although our volunteers generously donate their time, we do incur significant costs to run our programs and welcome any financial support schools can make. All donations are greatly valued and help in our future planning.

Courage to Care is grateful for schools that donate to assist in maintaining this world-class program. There are several ways you can support us and we are often asked how much schools should give. As a guide, here is what other schools have done:

1. **Donation per student.** Several schools use a rough “rule of thumb” of \$5-10 per student.
2. **Program donation.** We have received donations of \$200 to \$2,000 for our programs.
3. **Student Gold coin donation activity.**
4. **Upstander activity fundraiser.** Get creative and put the fun back into fundraising - anyone and anything can be a fundraiser!

Please don't hesitate to contact us if you would like to discuss this further.

Email treasurer@couragetocare.org.au if you need an invoice, or donate directly via givenow.com.au/couragetocare or courage-to-care.raisely.com

Q. What happens after I submit the booking form?

Courage to Care will contact you to **acknowledge receipt** of your booking request.

If we cannot take your booking, we will let you know as quickly as possible with the reason for our decision and, if possible, with suggestions of how we can make a program happen for your school.

If your booking is accepted, we will send email confirmation.

The preparation process then begins:

- The program confirmation email will come with a **Logistics Form**. Your answers to these questions are essential to help us design the incursion and must be returned to Courage to Care at least a month before your incursion so we can prepare our material and properly brief our volunteer team
- Details you will be asked for include:
 - Names and email details of all class teachers (not CRT or stand in teachers)

- Full schedule of team arrival, workshop times, breaks/lunch, student numbers, year levels and any issues about your cohort the team should know
- Office location, parking, map of campus, facility details
- Room set up requirements
- Preparations required of teachers and students etc
- Volunteer refreshments.
- **A week before** your incursion, we **confirm student numbers** and final reminder of teacher tasks
- On the day of the incursion, the **school representative meets the team** and guides them to the venue, with furniture already prepared as required so the team can quickly **set up our equipment**
- Teachers accompany students to the workshop and remain for the duration
- After the incursion, teachers receive **emailed links** to complete online evaluations (takes 6 minutes to complete!).

You are welcome to contact Courage to Care at any time to ask questions or clarify arrangements.

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