

SYP Incursion Booking Guide

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

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

Karen Lutchner karenl@couragetocare.org.au or call 0409 709 119
Andrea Golshevsky program.coordinator@couragetocare.org.au or call 0466 728 449
Alexis Pollard support@couragetocare.org.au or call 0481 460 657

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What a SYP incursion offers

Our Upstander Programs equip teens to navigate our diverse society with insight for deeper understanding, acceptance and inclusion. Led by experienced and trained facilitators, students in Years 8-12 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.

An SYP incursion includes:

- Classroom group discussion and presentation led by a facilitator
- Small group hands-on activities
- Personal testimony of a Holocaust survivor or custodian 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 students can act safely to make a difference.

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How to book a SYP incursion

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

Direct queries to:

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

Andrea Golshevsky program.coordinator@couragetocare.org.au or call 0466 728 449

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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 the information required on hand, you will lose all information you have already entered and will need to start the process again by 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.

Karen Lutchner karenl@couragetocare.org.au or call 0409 709 119
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- 1. The team departs from Caulfield (Vic) no earlier than 8am.**
Please allow for travel time to your location, plus an **additional 45 minutes** for sign in and set up time.
- 2. Workshops run for minimum 100 minutes (1hr 40 mins) without interruption.**
Workshop duration is not negotiable, but we can adjust start times to accommodate the school timetable. We can run a slightly longer program to suit your bell times if required.
- 3. We can run 2 workshops per day** depending on distance to travel; and can run workshops over one day or multiple days. 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 four classes of students**
Please speak to us if there are exceptional circumstances that make it impossible for the school to meet these requirements.
- 5. An elevator or alternative access is essential to transport equipment above the ground floor.** Please assist our volunteers in transporting the equipment.
- 6. 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.**
- 7. It is a condition of participation that all student and teacher participants complete an evaluation following the program. The teacher and students must complete evaluations.**
- 8. 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.**
- 9. Our volunteers will not be able to sign in electronically on arrival. WWCC details will be sent beforehand and team members will bring their cards so office staff can check our volunteer names off the list provided.**

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
- Approx number of students participating in **each workshop**
- Number of classes participating in **each workshop**

WORKSHOP DAYS AND TIMES

Keep our criteria in mind:

- ✓ **Minimum of 4 classes of students**
- ✓ Workshops must be minimum **100 minutes (1 hr 40 mins)** each, uninterrupted.
Can be slightly longer to suit your bell times
- ✓ Allow travel time from Caulfield **departing no earlier than 8.00am**
- ✓ Allow **45 mins for set up time.**
- ✓ Allow **at least 45 minutes** between workshops.

Day one

- Specify preferred start times of both workshops (2 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
Workshop 2: Number of classes; Number of students; Year level

Day two

- Specify preferred start times of both workshops (2 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
Workshop 2: Number of classes; Number of students; Year level

FREQUENTLY ASKED QUESTIONS

Q. How many workshops do I need to book?

Each student participates in one workshop of minimum 100 minutes (1 hour 40 mins). Depending on travel and set up time, our team can deliver **2 workshops a day** – or on multiple 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 Year 8 students will participate;
you have 4 classes of Year 8 with up to 30 students in each class
→ You will book **1 workshop**
- All your Year 9 and 10 students will participate;
you have 5 classes of Year 9 with up to 30 students in each class; and 5 classes of Year 10 with up to 30 students in each class
→ You will book **2 workshops**. Workshop 1 will have 5 x Year 9 classes and Workshop 2 will do 5 x Year 10 classes.

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

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

Andrea Golshevsky program.coordinator@couragetocare.org.au or call 0466 728 449

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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 in a workshop, 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 4 classes of students to participate. Can we still have an incursion?

In exceptional circumstances we may waive the requirement for a minimum of 4 classes per incursion. If you believe there are exceptional circumstances contact:

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

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Consider whether you can bolster your student numbers by including additional year levels or classes in your school that would benefit from participating. The program offers curriculum enrichment in the following areas:

- Student wellbeing and respectful relationships
- Those studying books about the Holocaust, refugees, outsiders or social 'othering'
- Student leadership/student voice
- History students studying WWII and the Holocaust - real, personal examples bring the period to life for students
- Politics students looking at historic political forces and impacts on nations and populations
- Philosophy students can learn from examples of people who risked everything to do what they believed was right
- Psychology students looking at the bystander effect, social contagion and social influence
- Sociology students who study the forces at play in societies.

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 5, 6 and 7 students?

Yes! Courage to Care has a **Middle Years Program (MYP) suitable for students in Years 5 to 7**. 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 **MYP Incursion Booking Guide and Booking Form**.

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

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

Andrea Golshevsky program.coordinator@couragetocare.org.au or call 0466 728 449

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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 Secondary Years Program (SYP) 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 consider 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 into our school timetable?

As each school has a different timetable, workshops may not fit neatly into your school's timetable. The SYP runs for a minimum **100 minutes (1hr and 40 mins)**, and we need a minimum 45-minute 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 SYP workshop cannot be adjusted** or altered without disrupting the program structure and impact. We can run a slightly longer program to suit your bell times if required.

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 trained in child safety matters 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 free downloadable resources for teachers who have used our program as well as links to valuable resources offered by supporting organisations. Check out our resources [HERE](#).

- **Upstander toolkit** – concise sheet of practical actions for students
- **Upstander Activity pack** includes download **lesson plans and case studies** to continue student learning about standing up to prejudice and discrimination.
- **Upstander Handbook** teacher resource extends students' understanding of key themes including:
 - Social influence and conformity
 - How hate escalates
 - Types of discrimination
 - Genocides in modern history
 - The power of symbols (swastika ban in Victoria)
- **The power of symbols and the swastika** - resource about the Victorian Government ban on the use of the swastika
- **How to organise a Holocaust remembrance ceremony**
- **Catholic Perspectives on the Courage to Care** - study unit on teaching the Holocaust

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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 and book every year.

For example:

- Year 8 English, where texts refer to refugees, asylum seekers, 'othering' and discrimination, bullying
- Year 9 Respectful Relationships
- Year 10 History, with reference to WWII and Holocaust
- Year 11 Psychology, with reference to bystander effect, social influence
- Health Stream of HPE focuses on Personal, Social and Community Health

- Identity and change
- Interacting with others
- Safety, well-being, and inclusions

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

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

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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 the number of classes and students** and final reminder of teacher tasks
- On the day of the incursion, the **school representative and IT Support meets the team** and guides them to the classrooms, with furniture already prepared as required so the team can quickly **set up our equipment**
- Teachers remain in the classrooms for the duration of the program and must maintain classroom management and discipline
- After the incursion, teachers and students receive **emailed links** and are required 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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