



**Rubicon Outdoor School**  
ABN 60 975 712 471

264 Rubicon Road  
Thornton VIC 3712  
03 5773 3385

[rubicon.os@education.vic.gov.au](mailto:rubicon.os@education.vic.gov.au)  
[rubicon.vic.edu.au](http://rubicon.vic.edu.au)

Dear coordinating school staff,

At Rubicon Outdoor School we understand that students are more likely to reach their full potential when they are happy, healthy, and safe. At our school, we aim to provide a positive school environment that engages students and supports them in their learning.

To best achieve this with our students at Rubicon, we request from our visiting schools any relevant personal health and wellbeing information of individual students.

The purpose and function for collecting this type of information is to:

- Promote the wellbeing and safety of individual students and their peers
- To make informed decisions relating to planning and any reasonable adjustments to learning programs as needed
- To be aware of and manage any risks that may arise to an individual student and/or their peers

Please use the [Rubicon Student Wellbeing](#) excel document in the forms section of the website to collate this information. All information provided will be stored in accordance with the Department of Education and Training's School's Privacy Policy and will be referred to by Rubicon Outdoor School staff who are involved in the planning of your school's learning program, and/or are directly involved with the teaching & supervision of identified students.

We encourage you to attach any additional pertinent supplementary information, management plans and known support strategies for individual students if/as required.

It is not necessary for every student who is attending Rubicon Outdoor School to be recorded, only the individual students who are currently identified as requiring further support within the school, and/or who have existing support strategies that can be continued for their time at Rubicon Outdoor School.

We request that the information is provided back to the Rubicon Outdoor School email account [rubicon.os@education.vic.gov.au](mailto:rubicon.os@education.vic.gov.au), no less than 4 weeks prior to the start of the Rubicon program to allow for sufficient planning to occur. Please provide a primary contact, such as a member of your school's wellbeing team or a Year Level Coordinator, who would be best placed to respond to any further questions arising from the information provided.

Thank you for your cooperation,

Andrew Monson  
Principal

**Thornton Campus**  
264 Rubicon Road  
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03 5773 2285

**Nayook Campus**  
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