



NSW REMEMBERS
CENTENARY OF ANZAC
2014-2018



NSW GALLIPOLI 2015 SCHOOL TOUR FREQUENTLY ASKED QUESTIONS – GENERAL

WHAT IS IT?

Q1 WHAT IS THE GALLIPOLI 2015 SCHOOL TOUR?

The Gallipoli 2015 School Tour will give 100 school students enrolled in years 10, 11 and 12 in New South Wales the opportunity to attend the centenary anniversary Anzac Day Dawn Service at Gallipoli, Turkey. The NSW Government will fund 100 students and up to 28 supervising teachers to attend the services in April 2015.

Further information about the tour will be published on the [NSW Centenary of Anzac website](#).

Q2 WHY ARE THERE ONLY 100 PASSES FOR NEW SOUTH WALES STUDENTS?

The Commonwealth Government has offered 400 passes across the country for students and teachers based on population. NSW has a total allocation of 128 passes including supervising teachers.

Q3 HOW WILL PASSES BE ALLOCATED?

- All NSW schools with students enrolled in years 10, 11 and 12 in 2015 will be able to submit an Expression of Interest for passes on the tour.
- Schools can apply singly or in groups of up to four schools.
- Expressions of Interest must be submitted by a school, not by individual students or teachers. In the case of a group of schools, one school must submit an application on behalf of the group.
- The Expression of Interest process opens at 9am on Wednesday 30 July 2014.
- Schools must submit their online Expression of Interest form by 5pm on Wednesday 27 August 2014.
- A ballot will be conducted to determine the 25 successful schools or school groups and will be announced on 1 September 2014.

Find out more about the ballot on the [NSW Centenary of Anzac website](#).

- The 25 schools or school groups drawn in the ballot will conduct a local selection process between 2 September and 17 October 2014 using the [Local selection process guidelines](#).
- Each school or school group will nominate four students and one supervising teacher to attend the Gallipoli 2015 School Tour. Schools must submit the required documentation to the NSW Department of Education and Communities by 27 October 2014.
- The names of the selected students and supervising teachers will be announced in December 2014.

Q4 HOW IS THE BALLOT PROCESS BEING RUN?

Schools that submit an Expression of Interest will enter a ballot to determine the schools or school groups that will have the opportunity to send four students and one supervising teacher to attend the Gallipoli 2015 School Tour in April 2015.

25 schools or school groups will be selected through the ballot process.

The ballot has been designed to ensure equitable representation across government and non-government schools from metropolitan and non-metropolitan areas across NSW.

Schools will be divided into government and non-government groups and classified as either metropolitan or non-metropolitan according to the school's MCEECDYA remoteness indicator (Ministerial Council for Education, Early Childhood Development and Youth Affairs).

The MCEECDYA remoteness indicator has four main classifications, which will be categorised in the ballot as follows:

MCEECDYA remoteness classification	Ballot Category
Metropolitan	Metropolitan
Provincial	Non-metropolitan
Remote	Non-metropolitan
Very Remote	Non-metropolitan

The Expressions of Interest submitted by a school or school group will be divided up into four categories. Based on the number of student enrolments in 2013 the ballot will be apportioned as follows:

1. Government/metropolitan = 11 schools
2. Government/non-metropolitan = 4 schools
3. Non-government/metropolitan = 8 schools
4. Non-government/non-metropolitan = 2 schools

If a school submits an Expression of Interest as part of a group of schools (up to four), the details from the lead school will be used to determine the category for the ballot based on school type (government or non-government) and MCEECDYA remoteness indicator.

Q5 HOW DO I LOOK UP MY SCHOOL'S MCEECDYA REMOTENESS INDICATOR?

Schools can look up their MCEECDYA remoteness indicator on the My School website by following these steps:

- Go to the My School website: www.myschool.edu.au
- Type in the school name in the 'Find a school' search function on the home page
- Enter the CAPTCHA text as displayed
- Tick the box to accept the Terms of use and Privacy policy
- The remoteness indicator is located in the School Facts 2013 box under 'Location'.

Q6 WHEN IS THE BALLOT BEING DRAWN?

The ballot is being drawn on Monday 1 September 2014.

Schools drawn in the ballot will be notified in writing by Friday 5 September 2014.

Q7 WHO IS ELIGIBLE TO APPLY?

Schools

All government and non-government (Catholic and independent) schools throughout NSW with students enrolled in years 10, 11 and 12 in 2015 are encouraged to submit an online Expression of Interest to enter the ballot.

These eligible schools also have the option to partner with up to three additional schools to submit a group Expression of Interest. Further guidance on group Expressions of Interest is provided in the online Expression of Interest form.

Note: each school can submit one Expression of Interest only, either alone or as part of a group Expression of Interest.

Students

If your school is drawn in the ballot you will have the opportunity to participate in a local selection process at your school to be considered for the Gallipoli 2015 School Tour. Further information is available in the [Local selection process guidelines](#).

All students from schools drawn in the ballot will be encouraged to apply for selection.

Teachers

The Principal of the school is responsible for appointing a supervising teacher. Further information is available in the [Local selection process guidelines](#).

COST

Q8 HOW MUCH WILL THE TOUR COST?

The NSW Government will fund the cost of student and supervising teachers' travel, accommodation, meals, visas, full entrance fees, travel insurance and all transfers (including travel to and from Sydney and accommodation (if required) for students outside of the Sydney Metropolitan area).

Q9 WHAT WILL THE SCHOOL/STUDENT/PARENTS NEED TO PAY FOR?

Students, parents and supervising teachers will be responsible for organising passports, vaccinations and any miscellaneous costs such as money for purchasing souvenirs.

Schools will be required to organise release for the supervising teacher.

Q10 WHAT ASSISTANCE WILL BE AVAILABLE TO SCHOOLS WISHING TO SUBMIT AN EXPRESSION OF INTEREST?

The NSW Government wants all interested schools to submit an Expression of Interest. Support and advice is available for schools to complete an application and to address any issues the school may have.

Principals of Public Schools should contact their local Director PSNSW.

Principals of Catholic Schools should contact:

Tony McArthur

Professional Assistant | Executive Director's Office
Catholic Education Commission NSW
E: Tony.McArthur@cecnsw.catholic.edu.au
P: (02) 9287 1533

Principals of Independent Schools should contact:

Malcolm Hunt

Director: Communications
Association of Independent Schools of New South Wales
E: mhunt@aisnsw.edu.au
P: (02) 9299 2845

For general inquiries about the Gallipoli 2015 School Tour contact:

Office of Communities

NSW Department of Education and Communities
PO Box K403
Haymarket NSW 1240
E: gallipoli2015@communities.nsw.gov.au
P: (02) 8762 9833

TOUR INFORMATION

Q11 HOW LONG IS THE TOUR?

The tour will be around seven days including travel in April 2015. The itinerary is still being finalised and further details will be made available on the [NSW Centenary of Anzac website](#).

Q12 WHAT TYPE OF ACCOMMODATION WILL BE AVAILABLE IN TURKEY?

Accommodation will be rated at three to four stars based on the Australian STAR Ratings system or equivalent level in Turkey in easily accessible and safe localities as close to Gallipoli as possible. These details are still being finalised and will be made available on the [NSW Centenary of Anzac website](#).

Q13 ARE ALL MEALS COVERED DURING THE TOUR?

All breakfasts, lunches and dinners are included. All meals will be fresh, varied, nutritionally balanced and include protein, fruit/vegetables and carbohydrates.

Q14 WHAT ABOUT DIETARY REQUIREMENTS?

All dining venues and food options should be able to cater for varying dietary requirements such as gluten free, diabetic, vegetarian etc.

Parents will need to advise the school if their child has been diagnosed with an allergy/allergies that could affect his/her learning or wellbeing whilst travelling. It is important to consider common allergens that may pose a hazard e.g. foods, insect stings or bites, latex (balloons, swimming goggles and caps etc.) that may trigger allergic reactions. These must be considered as part of the risk assessment for students with allergic conditions and incorporated into the student's individual health care plan.

Note: special dietary requirements will be requested from students and supervising teachers chosen to go on the tour once these details are announced at the end of 2014.



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NSW GALLIPOLI 2015 SCHOOL TOUR FREQUENTLY ASKED QUESTIONS – SCHOOLS

Q1 IS MY SCHOOL ELIGIBLE?

All government and non-government (Catholic and independent) schools throughout NSW with students enrolled in years 10, 11 and 12 in 2015 are encouraged to submit an online Expression of Interest to enter the ballot to select 25 schools (or group of schools) to go on the Gallipoli 2015 School Tour.

All schools also have the option to partner with another school or schools (up to four schools per group) to submit a group Expression of Interest. Further guidance on group Expressions of Interest is provided in the online form.

Note: each school can submit one Expression of Interest only, either alone or as part of a group Expression of Interest.

Q2 HOW DOES MY SCHOOL SUBMIT AN EXPRESSION OF INTEREST?

Schools must submit an online Expression of Interest form via the [NSW Centenary of Anzac website](#).

Schools also have the option to submit a group Expression of Interest if the school chooses to partner with another school or schools (up to four schools per group). Further guidance on group Expressions of Interest is provided in the online form.

Q3 WHEN DO APPLICATIONS OPEN AND CLOSE?

Schools can submit an online Expression of Interest from 9am on Wednesday 30 July 2014 until 5pm on Wednesday 27 August 2014. No late submissions will be accepted.

Q4 WHAT SUPPORT IS AVAILABLE TO SCHOOLS TO SUBMIT AN EXPRESSION OF INTEREST?

The NSW Government wants all interested schools to submit an Expression of Interest. Support and advice is available for schools to complete an application and to address any issues you may have.

Principals of Public Schools should contact their local Director PSNSW.

Principals of Catholic Schools should contact:

Tony McArthur

Professional Assistant | Executive Director's Office
Catholic Education Commission NSW
E: Tony.McArthur@cecsw.catholic.edu.au
P: (02) 9287 1533

Principals of Independent Schools should contact:

Malcolm Hunt

Director: Communications
Association of Independent Schools of New South Wales
E: mhunt@aisnsw.edu.au
P: (02) 9299 2845

For general inquiries about the Gallipoli 2015 School Tour contact:

Office of Communities

NSW Department of Education and Communities
PO Box K403
Haymarket NSW 1240
E: gallipoli2015@communities.nsw.gov.au
P: (02) 8762 9833

Q5 WHAT IS EXPECTED OF US IF OUR SCHOOL IS DRAWN IN THE BALLOT?

If your school is drawn in the ballot in September 2014 these are some of the processes you will be expected to undertake:

- Completing the local selection processes to identify four students and one supervising teacher.

- Providing the documentation, including a report on each process, to support the local panel's recommendations within the required timeframes. Further information is available in the [Local selection process guidelines](#).
- Leading and managing the preparation process for the students and supervising teacher including liaising with parents and caregivers, providing support and resources as appropriate and required.
- Meeting the requirements for overseas excursions including:
 - Developing a risk assessment and a risk management plan
 - Organising signed consent forms granting permission for students to participate in excursions and obtaining a medical information form from parents or caregivers
 - Organising regular briefings of students and parents or caregivers
 - Ensuring that the supervising teacher has undergone CPR and e-Emergency care and anaphylaxis training.
 - Addressing all child protection issues
- Organising the release of the supervising teacher.

Detailed requirements and guidelines will be provided to successful schools following the ballot process in September 2014.

Q6 MY SCHOOL HAS SUBMITTED AN EXPRESSION OF INTEREST. WHAT IF MY SCHOOL DOES NOT HAVE ENOUGH ELIGIBLE STUDENTS IN YEARS 10, 11 AND 12 IN 2015 TO COMPLETE THE LOCAL SELECTION PROCESS?

If successful in the ballot your school is required to select four students and you are encouraged to nominate a reserve list in case a student has to withdraw. If your school does not have a sufficient pool of students to select from it is recommended that you consider applying as a group of schools. Up to four separate schools can apply as a group and if successful the Lead School Principal will chair a panel to select four students from all participating schools.

If you have already submitted an EOI and would like to alter it to add partner school/s your Principal or lead Principal will be required to send an email to gallipoli2015@communities.nsw.gov.au with your unique identification number and ask for your application to be reopened. An email notification will be sent to the contact person on the EOI allowing you to access the EOI to add the partner school/s details and resubmit.

If you are concerned about your schools' ability to fulfil the requirement to select four students and do not wish to partner with other schools it is recommended that you withdraw your EOI before 5pm Wednesday 27 August 2014. The Principal or Lead Principal is required to send an email request to withdraw to gallipoli2015@communities.nsw.gov.au.

After the closing date you are unable to withdraw your EOI and will be required to meet the commitments of the tour.

Q7 HOW DO I SELECT THE FOUR STUDENTS FOR THE TOUR?

All students enrolled in years 10, 11 and 12 in 2015 in the 25 schools selected through the ballot process will be eligible to apply for selection to go on the Gallipoli 2015 School Tour.

Schools will follow a two-stage selection process:

1. Students will submit a piece of work on a theme or topic that relates to the Centenary of Anzac. It needs to be appropriate to the level of the student and need not be related to a subject being studied. Guidelines for appropriate topics or themes will be provided to successful schools in September.
2. A school/community panel will be established to consider the work submitted and shortlist students who will then present their work to the panel in an interview setting.

At the interview stage, students will be asked to discuss their work and the panel will have the opportunity to form a view as to the student's capacity to undertake the tour, be an appropriate representative of NSW in the tour setting, and communicate effectively on his or her return.

Note: the Gallipoli 2015 School Tour is intended to be inclusive, and all students within years 10, 11 and 12 in 2015 are expected to be given an opportunity to participate.

Q8 WHAT TYPE OF WORK SAMPLES ARE STUDENTS ABLE TO SUBMIT?

Some examples may include:

- Research task
- Written/essay format
- Poem/song that could be performed at school or public events
- Art or technical works in any form or multi-media.

Q9 ARE STUDENTS ABLE TO CHOOSE THE WORK SAMPLE THEY SUBMIT?

Yes, students may choose the work sample they submit to support their application.

Students will also be required to demonstrate that they have the capacity and attributes to be a representative of NSW at this important event.

Q10 ARE THERE ANY REQUIREMENTS OR GUIDELINES TO INDICATE WHO SHOULD BE ON THE SCHOOL COMMUNITY PANEL?

Yes. The panel of five, chaired by the principal, will be responsible for selecting the four students. Schools drawn in the ballot will be required to have two community members on their panels. The local State MP and one RSL representative are to be invited to participate in the first instance. A member of the school's teaching staff (executive or non-executive) and a member of the parent community will also join the panel. Government schools may also consider inviting a member of the local NSW Aboriginal Education Consultative Group (AECG) to participate.

Q11 WHAT IF ONE OF THE NOMINATED STUDENTS CAN NO LONGER ATTEND THE TOUR?

Schools are encouraged to establish a reserve list of one or two students who can replace the initial nominees in the event of emergency. These reserve students will need to be prepared to step in for one of the four nominated students (e.g. they will need to have passports and visas and have made other preparations as if they were going).

Q12 HOW IS THE BALLOT PROCESS BEING RUN?

Schools that submit an Expression of Interest will enter a ballot to determine the schools or school groups that will have the opportunity to send four students and one supervising teacher to attend the Gallipoli 2015 School Tour in April 2015.

25 schools or school groups will be selected through the ballot process.

The ballot has been designed to ensure equitable representation across government and non-government schools from metropolitan and non-metropolitan areas across NSW.

Schools will be divided into government and non-government groups and classified as either metropolitan or non-metropolitan according to the school's MCEECDYA remoteness indicator. MCEECDYA is the national Ministerial Council for Education, Early Childhood Development and Youth Affairs.

Schools can look up their MCEECDYA remoteness indicator on the My School website following these steps:

- Go to the My School website: www.myschool.edu.au
- Type in the school name in the 'Find a school' search function on the home page
- Enter the CAPTCHA text as displayed
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Q13 WHEN IS THE BALLOT BEING DRAWN?

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Schools drawn in the ballot will be notified in writing by Friday 5 September 2014.



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NSW GALLIPOLI 2015 SCHOOL TOUR FREQUENTLY ASKED QUESTIONS – STUDENTS

Q1 HOW CAN I APPLY TO GO ON THE GALLIPOLI 2015 SCHOOL TOUR?

If your school is drawn in the ballot it will manage the selection of students locally.

Schools will follow a two-stage selection process:

1. Students will submit a piece of work on a theme or topic that relates to the Centenary of Anzac. It needs to be appropriate to the level of the student and need not be related to a subject being studied. Guidelines as to appropriate topics or themes will be provided to schools once they have been announced.
2. A school/community panel will be established to consider the work submitted and shortlist students who will then present their work to the panel in an interview setting.

At the interview stage, students will be asked to discuss their work and the panel will have the opportunity to form a view as to the student's capacity to undertake the tour, be an appropriate representative of NSW in the tour setting, and communicate effectively on his or her return.

Note: the Gallipoli 2015 School Tour is intended to be inclusive, and all students within years 10, 11 and 12 in 2015 are expected to be given an opportunity to participate.

Q2 WHAT TYPE OF WORK SAMPLES AM I REQUIRED TO SUBMIT?

Some examples may include:

- Research task
- Written/essay format
- Poem/song that could be performed at school or public events
- Art or technical works in any form or multi-media.

Q3 CAN I CHOOSE THE WORK SAMPLE I SUBMIT?

Yes, students may choose the work sample they submit to support their application.

Students will also be required to demonstrate that they have the capacity and attributes to be a representative of NSW at this important event.

Q4 WHEN WILL STUDENTS KNOW IF THEY ARE SUCCESSFUL?

Successful students will be announced in December 2014. More information will be provided to successful applicants at this time.

Q5 IF I AM SELECTED WHAT WILL I BE REQUIRED TO DO?

All students that are selected to attend the Gallipoli 2015 School Tour will be expected to participate in a pre- and post-tour survey. Further details will be provided to the 25 schools that are selected through the ballot process in September 2014.

Q6 IF I DO NOT APPLY OR AM NOT SELECTED THROUGH THIS PROCESS COULD I STILL ATTEND THE DAWN SERVICE AT GALLIPOLI ON ANZAC DAY IN 2015?

The Commonwealth Government is responsible for coordinating Australia's participation in the 2015 Gallipoli Dawn Service. You will need to contact the Commonwealth Minister for Veterans' Affairs and the Commonwealth Department of Veterans' Affairs for advice on this matter.

Q7 WHO DO I CONTACT WITH ANY OTHER QUESTIONS?

If you have further questions please contact:

Office of Communities

NSW Department of Education and Communities

PO Box K403

Haymarket NSW 1240

E: gallipoli2015@communities.nsw.gov.au

P: (02) 8762 9833

Q8 WHAT HAPPENS IF THE TERMS OF THE APPLICATION PROCESS ARE VARIED OR CANCELLED?

The NSW Government reserves the right to cancel, withdraw or vary in total or in part at any time the terms of the selection process or any offer made in connection with the selection process and will not be held liable to an entrant in doing so.



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NSW GALLIPOLI 2015 SCHOOL TOUR FREQUENTLY ASKED QUESTIONS – TEACHERS

Q1 HOW MANY PASSES ARE AVAILABLE FOR SUPERVISING TEACHERS?

There will be up to 28 passes available for supervising teachers from the schools drawn in the ballot process.

Q2 HOW DO I APPLY FOR A SUPERVISING TEACHER PASS?

Schools in NSW with students enrolled in years 10, 11 and 12 in 2015 are eligible to submit an Expression of Interest for four student passes and one supervising teacher.

Schools in NSW that submit an Expression of Interest will enter a ballot to select the schools that will send four students and one supervising teacher to attend the Gallipoli 2015 School Tour in April 2015.

25 schools or school groups will be selected through the ballot process.

Principals of the selected schools will be responsible for selecting a supervising teacher from their schools.

All secondary school teachers practising in the selected schools in 2015 will be eligible.

Note: supervising teachers will be required to have CPR and e-Emergency care and anaphylaxis training before leaving on the excursion.

Further information is available in the [Local selection process guidelines](#).

Q3 WHEN WILL SUPERVISING TEACHERS BE ANNOUNCED?

Supervising teachers will be announced in December 2014. More information will be provided at this time.

Q4 IF MY SCHOOL WAS SUCCESSFUL IN THE BALLOT WOULD I BE ELIGIBLE FOR CONSIDERATION AS A SUPERVISING TEACHER IF I AM CURRENTLY IN A SUPPORT TEACHING OR SPECIALISED ROLE? DO I HAVE TO BE A CLASSROOM TEACHER TO BE ELIGIBLE? DO I HAVE TO BE TEACHING STUDENTS IN YEARS 10, 11 OR 12?

Principals of the selected schools will be responsible for selecting a supervising teacher from their school. All secondary school teachers practising in the selected schools in 2015 will be eligible. The teacher selection process has been designed to ensure that each supervising teacher will know at least four students. This is particularly important to address the duty of care in these circumstances, given the size of the crowd that will be at Gallipoli and the large number of students in the NSW contingent.

Please contact the Principal/Lead Principal as they will make the decision in the local context of the school/s and students.