

# SANTA SABINA COLLEGE –TALLONG CAMPUS

137 Old Wingello Road, Tallong 2579

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Santa Sabina College Limited ABN 88 003 415 450

## CAMPUS INFORMATION

***The Tallong Campus is situated in the Southern Highlands, 2 hours from Sydney, 1 ½ hours from Canberra and 3 Kilometres from the village of Tallong. The 96 hectare bushland setting provides an ideal environment for Retreats, Conferences and Outdoor Education Programs. The Campus can accommodate up to 160 people and is available to Schools, Organisations and Community Groups.***

**Contact Person:** Paul Holmes Campus Director

### MEETING SPACES

There are 2 buildings on the site primarily used for group activities and meetings. Both buildings are carpeted, have wood fire heating and toilet facilities. Audio Visual Equipment including TV/DVD/Video, Overhead Projectors, Whiteboards and CD Players can be provided in all meeting rooms.

The Conference Building contains a large meeting area, small meeting area and adjoining small kitchen. The large meeting area seats 90 people in a lecture setup and 40 at tables. The small meeting area seats 20 without tables.

The Recreation Building contains a large and a small meeting room. The large meeting area seats 60 people in a lecture setup and 30 at tables. The small meeting area seats 20 without tables.

The Dining Hall seats 140 people at tables for meals and can be used as a meeting space.

There are a variety of outdoor spaces throughout the campus that can be used as meeting or group spaces. The Lodge and Building 16 also have common areas that can be used as small meeting or conference spaces.

### ACCOMMODATION

Cabins: There are 10 bunkrooms; 4 stand alone cabins sleeping 12 and 3 buildings with 2 bunkrooms each room sleeping 14, a central disabled toilet and 2 separate single staff rooms with ensuite.. Each bunkroom has toilet and shower facilities and sleeping is in bunk beds.

The Lodge: Sleeps 13 people. It contains 5 twin share rooms and 1 triple share room. There is a lounge area, self contained kitchen and toilet and shower facilities. The Lodge is particularly suited for adult and family use. Bed linen is provided.

Building 16: This building sleeps 8 in 4 twin share rooms, each with their own bathroom and central disabled bathroom. It is linked to student areas via a walkway.. Tea and Coffee facilities adjoin lounge/meeting area. Bed linen is provided.

Creekside Units: There are 2 twin, self contained units with bed linen and towels provided.

### OUTDOOR EDUCATION PROGRAMS

Outdoor Education Programs can be integral part and critical points of a child's education. Through challenging and focused programs students learn about themselves, working in teams, problem solving and the environment. An Outdoor Education Program can also provide a context for Key Learning Areas and form the basis for classroom learning. Learning can be based around the following activities:

- Initiative and Problem Solving Tasks
- Flying Fox
- Volleyball
- Bushwalks
- High and Low Ropes Course,
- Campfires
- Archery
- Abseiling

The campus is also well suited base for introductory expeditions to fulfil the requirements of the Year 11 PD/H/PE syllabus.

Sequential programs can be designed to meet your school and students needs. Experienced and qualified Outdoor Education Staff facilitate the students' experiences.

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## ACCESSIBILITY

All buildings are accessible by wheelchairs with vehicle access to each. There are disabled bathrooms provided in 3 cabins and Building 16. Please contact the campus to discuss any further special needs.

## CATERING

Professional staff prepare and cook meals for groups of 20 or more. Tallong Campus Staff serve and wash up all meals. Guests are required to clear and wipe tables at the conclusion of the meal. The campus accommodates a variety of special dietary requirements.

## CHILD PROTECTION LEGISLATION

As an employer in child related employment Santa Sabina College – Tallong Campus complies with the Child Protection Legislation in NSW.

## EMERGENCY RESPONSE PLAN AND CRITICAL INCIDENTS

Details of the Campus Emergency Response Plan and the Critical Incident Management Plan will be provided upon arrival.

## HEALTH AND FIRST AID

Within the campus is a small First Aid Room with basic equipment. Groups are responsible for the management of their own First Aid unless prior arrangements are made. Groups should ensure that they have a First Aid kit and a trained First Aider attending.

## SMOKING AND OTHER DRUGS

As an educational institution our Campus is a smoke free zone. The use of other non-prescription drugs is also prohibited on the site.

## COMMUNICATION

Internal: All buildings are linked by a telephone system.

External: Arrangements can be made for calls to be received and made.

Mobile Phone reception is limited on the campus to a couple of small areas.

## BOOKING AND PAYMENT PROCESS

1. To make a booking, contact the Tallong Campus by phone or fax to check the availability of your dates.
2. Once a tentative booking has been placed we will hold the dates for 21 days awaiting confirmation from you via a 10% deposit and a completed booking form.
3. Twenty One days prior to the program we require:
  - Confirmation of your final numbers
  - Advise as to special food requirements.
  - Audio Visual or other Equipment requirements
  - Special needs regarding health and movement so that we can advise and assist in providing the necessary support.
  - 50% of estimated cost
4. At the completion of the program we will invoice you for the balance of your payment

## VISITING THE SITE

If you have not already done so, you may wish to visit the Tallong Campus to become familiar with the facilities and the layout of the Campus. Please contact the campus to ensure someone is here to meet and show you the Campus.

If you have any further questions please do not hesitate to contact the campus

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