



CAMPS & EXCURSIONS POLICY



Rationale:

- The school's camps & excursions program enables students to further their learning and social skills development in a non-school setting. Camps & excursions may have an academic, cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

Aims:

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

Implementation:

- A camp is defined as any activity involving at least one night's accommodation and an excursion is any activity conducted on one school day off the school site.

The camping program will be Grade Prep – BBQ and stay back at school

Grade 1 – Sleepover at school

Grade 2 – local camp (one night)

Grade 3/4 a camp each alternate year (up to 2 nights)

Grade 5/6 a camp each alternate year (up to 2 nights)

On alternate year that camp is not held, the student's will participate in a major excursion.

As extra camps arise, e.g. Somers the school's students will be advised and offered the opportunity.

- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- A February edition of the school newsletter will provide parents with approximate dates and costs associated with the year's camps.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.

- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices at least a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- The designated “Teacher in Charge” of each camp or excursion will ensure that all camps, bus arrangements and camp activities comply with DET guidelines. The “Notification of School Activity” form will be completed online three weeks prior to the camp departure date. All students will be required to provide written permission from their parents to attend the camp, as well as a completed “Confidential Medical Information for School Council Approved Excursions” form.
- Classroom teachers will be given the first option to attend camps.
- The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp.
- The school will ensure that a mobile phone is carried by teachers on all camps and excursions.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.
- Parents will be invited to assist in the delivery of school camps. When deciding which parents will attend, the Teacher in Charge will take into account –
 - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
 - The need to include both male and female parents.
 - The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a Working with Children Check.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camps and excursions program. Parents will be notified if a child is in danger of losing their invitation to participate in an experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- All camps and some excursions require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include: -
 1. The educational aims and objectives of the camp.
 2. The names of all adults attending and their expertise and experience.
 3. Travel arrangements and costs.
 4. Venue details and an itinerary of events.
 5. Procedures followed to ensure the safety of the children.
 6. Details on the number of students excluded from camp.
 7. Alternative program for students not attending camp.

- The above information will be provided to the Principal at least a week before the School Council meeting date.

Evaluation:

- This policy will be reviewed annually at the conclusion of the school's camps and excursions program, and as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

September 2016