



# Care to Learn Learn to Care

## Excursion & Camp policy

### Rationale:

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

### Aims:

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- 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 teaching and learning.
- 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, resilience, independence, leadership, judgement, cooperation and tolerance.

### **1. Implementation**

- 1.1 An excursion is defined as any activity beyond the school grounds.
- 1.2 A camp is defined as any activity involving at least one night's accommodation.
- 1.3 The camping program will be developed sequentially throughout the school.
- 1.4 School Council must approve all camps and any excursion that involve interstate or overseas travel, sea or air travel, weekend or vacation attendance or adventure activities. In doing so, School Council will determine a schedule of camps for the school year, and will ensure that all camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- 1.5 The Principal will have responsibility for approving excursions, will determine an appropriate schedule of excursions for the school year and will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- 1.6 The school will provide parents with approximate dates and costs associated with school camps in advance.
- 1.7 Camps will be budgeted for at the beginning of the year or previous year where applicable 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.

- 1.8 All families will be given a minimum of 3 weeks to make payments for excursions and camps. Parents will be sent notices before the excursion date reminding them of the need to finalise payment.
- 1.9 As per our Parent Payment Policy students will not be excluded from excursions and camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, 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.
- 1.10 Children whose payments have not been finalised at least 10 school days before the departure date (camps), and 2 days before (excursions) will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- 1.11 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.
- 1.12 Office staff will be responsible for managing and monitoring the payments made by parents and will liaise with classroom teachers on a regular basis.
- 1.13 School Council will set aside a budget each year that will cover the cost of replacing teachers who are involved in camps.
- 1.14 The designated "Teacher in Charge" of each camp and excursion will ensure that all excursions, camps, bus arrangements and camp activities comply with DEECD guidelines.
- 1.15 The "Notification of School Activity" form will be completed and forwarded to DEECD three weeks prior to a camp departure date or excursion.
- 1.16 Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information for School Council Approved Excursions" form, and must have paid the costs involved.
- 1.17 A list of students attending an excursion or camp will be left at the office prior to the excursion or camp departure, as will details of arrangements of students not attending camps or excursions.
- 1.18 The school will continue to provide the opportunity for teachers to update their first aid skills and will ensure a Level 2 First Aid Teacher is on each camp, and excursion.
- 1.19 The school will provide a first-aid kit and ensure a mobile phone is with the group for all excursions and camps.
- 1.20 Copies of completed permission forms, and signed "Confidential Medical Information for School Council Approved Excursions" forms must be carried by excursion staff at all times and a copy kept in the school office.
- 1.21 If children are returning from any out-of-school-hours excursion or camp the teacher in charge will communicate with the school with regards to the anticipated return time. Parents will be advised to telephone the school prior to 3.30 pm to obtain an approximate time of arrival.
- 1.22 Parents selected to assist with an excursion or camp may be required to pay costs associated with the excursion or camp although where possible costs will be subsidised or covered.
- 1.23 Parents attending camps will be required to hold a current working with children check.
- 1.24 The principal reserves the right to exclude students from camps and excursions subject to acceptable behaviour. In most cases, parents will be notified in advance if a child is in danger of losing their invitation to participate in a camping experience or attend an excursion due to poor behaviour. Teachers may then provide students with an opportunity to improve their behaviour through an individual behaviour plan prior to a camp or excursion.
- 1.25 Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge will make this decision after notifying the Principal. Costs incurred will be the responsibility of the parent. This information will be included on the information forms sent home prior to the camp.

- 1.26 A child on suspension is ineligible to participate on a camp or excursion.
- 1.27 All overnight camps 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: -
- The educational aims and objectives of the excursion or camp.
  - The names of all adults attending and their expertise and experience.
  - Travel arrangements and costs.
  - Venue details and an itinerary of events.
  - Procedures followed to ensure the safety of the children.
- 1.28 The above information will be provided to the Principal at least a week before the School Council meeting date at which approval will be sought.

**Ratified by School Council**

**Date: 16/11/2017**

**Principal: John Barkley**

**School Council President: Stuart Horsburgh**

**Review Date: 16/11/2017**