

CAMPS & EXCURSIONS

POLICY

Rationale:

- The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have a 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:

- The program will be developed sequentially throughout the school.
- The Camp Co-Ordinator and staff involved will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DECD requirements.
- 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 / Welfare Officer / Classroom Teacher. 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 a month before the camp departure date via email, phone or note reminding them of the need to finalise payment. (See attached proforma). Follow up weekly notes, emails and phone calls will also be made. Children whose payments have not been finalised at least one week before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal / Welfare Officer. The classroom teacher needs to be notified of these arrangements.
- 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 liaise with camp organisers with detailed records of the camp.
- The designated "Teacher in Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with Department of Education and Training guidelines. Signed permission forms from CASES 21, with updated personal contact / medical details will be required. All students will be required to provide updated information from their parents to attend the camp, as well as a completed "Confidential Medical Information for School Council Approved Excursions" form, which will be taken whilst on camp.

- The designated “Teacher in Charge” to email a school activity form to DE&T Emergency & Security Management, three weeks prior to the camp. (Attached)
- 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 provide a mobile phone for all camps.
- The Teacher in Charge will be attendance at school until all the children have been collected.
- Parents will be invited to assist in the delivery of school camps. When deciding which parents will attend, the Staff Co-Ordinating the camp will take into account –
 - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
 - They need to include either male or female parents.
 - Any special needs of particular students.
- Parents selected to assist with the camps program will be required to complete a Statutory Declaration form and have a current Working with Children Check.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school, in which the traffic light system will be used. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Classroom Teacher, Welfare Officer and Principal, in consultation with each other.
- 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 and Welfare Officer, will make this decision. Costs incurred will be the responsibility of the parent.
- All 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: -
 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 not attending the 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 evaluated annually at the conclusion of the school’s camps program, and as part of the school’s three-year review cycle.

Policy committee:

Tamara Wright
 Jessica Wyatt
 Carly Woodall
 Jenny Gifford
 Shirlee Tiling

Camps Committee:

Staff involved in the year level.

This policy was last ratified by School Council in....	September 2012	
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CAMP PAYMENT REMINDER NOTICE

Dear _____

With our camp only two weeks away, we would like to remind you that payment of _____ is now due.

If you wish to make a financial arrangement with the school, it is important that this is finalised as soon as possible.

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