

Camps Policy

Written by	<i>Education Sub-Committee</i>
Date Approved by School Council	20 th November, 2012

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, environment or outdoor emphasis and are an important aspect of the educational programs offered at our school. Camps also provide all children with the opportunity to participate in camping experience.

Aims

- To provide shared class experiences and a sense of group cohesiveness
- To reinforce and extend classroom 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, independence, leadership, good decision making, cooperation and tolerance

Implementation

- A camp is defined as any activity involving at least one night's accommodation
- The program will be developed sequentially throughout the school
- Level 3 (Grades 3-4) camps will be conducted bi-annually at a suitable venue.
- Level 4 (Grades 5-6) camps up to 5 day camps conducted annually at a venue deemed suitable by the level teaching team and the Principal
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements
- A detailed and accurate costing need to be presented to the Principal prior to release to parents
- 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 the 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 one month before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two school weeks 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
- Camp costing will cover the cost of replacing relevant teachers (CRT) who are involved in camps
- The designated "Teacher in Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with DEECD guidelines. The "Notification of School Activity" form will be completed on-line to the DEECD three weeks prior to the camp departure date. All parents will be required to provide written permission from their child to attend the camp, as well as a complete "Confidential Medical Information for School Council Approved Excursions" form
- Classroom teachers will be given the first option to attend camps

- A comprehensively insured car will be present at each camp, for emergency usage, with the exception of interstate camps
- A minimum of one adult attending the camp will have at least one first aid qualification
- 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 to the anticipated return time
- Parents will be invited to assist in the delivery of school camps. When deciding on which parent will attend, the camps committee 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. The school will pay for the associated costs
- 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 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. If the unsatisfactory behaviour continues, the child will then be excluded from camp. 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 require School Council approval. This approval is sought at a scheduled meeting at or before the school council meeting prior to the departure date. Information presented to the School Council will include:
 - The educational aims and objectives of the camp
 - The names of all adults attending, their expertise and experience
 - Travel arrangements and costs
 - Venue details and an itinerary of events
 - Procedures followed to ensure the safety of the children
- The above information will be provided to the Principal at least a week before the School Council meeting date
- Integration Aides are not included in the adult to student ratio

Evaluation

This policy will be reviewed as part of the school’s three year review cycle.