

### CAMP POLICY

#### **1. Rationale:**

1.1 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, historical, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

#### **2. Aims:**

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

#### **3. Implementation:**

- 3.1 A camp is defined as any activity involving at least one night's accommodation away from home.
- 3.2 The program will be developed sequentially throughout the school.
- 3.3 The School Council will ensure that all school camps are maintained at a reasonable and affordable cost.
- 3.4 The Parent Information sessions in February will provide parents with approximate dates and costs associated with the year's camps.
- 3.5 All camps will be budgeted for during the budget process in Term 4 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, but no later than in February of the relevant year.
- 3.6 Subject to the Principal's discretion, 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. The Principal on a case-by-case basis will make decisions relating to alternative payment arrangements.
- 3.7 All families will be given sufficient time to make payments for individual camps. A payment schedule will go out to all families. Reminders of payment dates will be sent via Compass. Students whose payments have not been finalised at least a week before the departure must have in place alternative payment arrangements organised with the Principal.

- 3.8 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.
- 3.9 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.
- 3.10 Children should not be involved in discussion about payments.
- 3.11 The cost of replacing teachers who attend the camps with Casual Relief teachers will be included in the budget for each camp.
- 3.12 The ratio will be 1:10 (teacher: student) and will comply with all DET requirements.
- 3.13 The designated "Teacher in Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with DET requirements. The "Notification of School Activity" form will be completed on-line to the DET at least 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.
- 3.14 The students' classroom teachers will be given the first option to attend camps.
- 3.15 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.
- 3.16 The school will ensure that a mobile phone is taken on each camp.
- 3.17 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.
- 3.18 Parents will be invited to assist in the delivery of school camps. When deciding which parents will attend, the camps committee may 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
- 3.19 The school may be required to pay for parent volunteers accommodation and meals cost of the camp.
- 3.20 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.
- 3.21 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 may include:
- The educational aims and objectives of the 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
  - Details on the number of students excluded from camp
  - Alternative program for students not attending camp
  - The venue must be vetted by the Principal prior to confirmation of booking by a member of staff
  - The above information will be provided to the Principal at least a week before the School Council meeting date
- 3.22 All students must be collected by their parent or guardian at the conclusion of the camp unless the Principal has been notified and other arrangements have been put in place.

- 3.23 Dismissal from school remains at 3.30pm, unless prior approval has been given by School Council. If this does occur, the parent taking the student home must sign an early release form.
- 3.24 Unless approved by School Council, all students will reside at the campsite for the duration of the camp.
- 3.25 The camping program will be as follows:

Supporting the camp program:

Level 1	Fathers' Day Breakfast
Level 2-Year 1	Sausage Sizzle dinner

The camping program:

Level 2-Year2	Sleepover
Level 3	Two night camp
Level 4	Four night camp

Optional Camp:

Year 4 to 6	Ski Camp
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**4. Evaluation:**

- 4.1 This policy will be reviewed annually at the conclusion of the school's camps program, and as part of the school's three-year review cycle. Ratified 18<sup>th</sup> April 2016.