



CAMPS AND EXCURSIONS POLICY

1. DEFINITION

An excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not). The school's excursion and camp programs enables students to further their learning and development of social skills 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. Camps will usually be an activity that involves at least one night's accommodation.

2. AIMS:

- To provide all children with the opportunity to participate in a sequential camping and excursion 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.

3. IMPLEMENTATION:

- The School Council will ensure that all school camps and excursions are maintained at a reasonable and affordable cost, and comply with all DE&T requirements.
- All camps and excursions will be budgeted for, and detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual excursions as soon as practicable.
- Students will not be excluded from camps and excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp or 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.
- All families will be given sufficient time to make payments for individual camps and excursions. Parents will be sent reminder notices 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.
- The Camps, Sports and Excursions Fund (CSEF) is available to eligible families with a means-tested concession card. The \$125 per year per eligible primary school students is paid to the school to be applied to camps, excursions and activities.
- 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.
- School Council will set aside a budget each year that will cover the cost of replacing 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 Department of Education and Training guidelines.
- Venue details and an itinerary of events will be given to parents of children attending the camp.
- The online DE&T ‘Notification of School Activity’ information will be completed at least three weeks prior to the camp as required at:
 - <https://www.eduweb.vic.gov.au/forms/school/sal/EnterActivity.aspx>
- 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 provide a mobile phone for all camps.
- 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 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 police records or Working with Children check.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp unless otherwise decided by the Principal and school council.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping and excursion program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping or excursion experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp or excursion. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the child’s parents.
- 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 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. Risk analysis report and the 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.

4. RELATED POLICES:

- [Adventure Activities](#)
- [Approvals](#)
- [Student Preparation and Behaviour](#)
- [Emergency and Risk Management](#)
- [Venue Selection](#)
- [Parent or Carer Consent](#)
- [Staffing and Supervision](#)
- [Student Medical Information](#)

5. EVALUATION:

This policy will be reviewed at least annually.

Date Ratified by Moyhu Primary School Council

27th March 2017