

Dunkeld Consolidated School No. 6215

School Camp and Excursion Policy

PROGRAM LEADER: Principal and Camp Leaders

COUNCIL RATIFICATION: 26 February 2013

Rationale:

The Camp and Excursion program enables students to further their learning and social skills development in a non-school setting. Camps may have a curriculum, 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 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, judgement, 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.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements. An annual fund raising target of \$3,500.00 is to be achieved to manage camp and excursion costs.
- The December edition of the school newsletter will provide parents with approximate dates and costs associated with the following year's camps.
- All camps will be budgeted for at the beginning of the year 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 possible.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty will be invited to discuss their 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 a month before the camp departure date reminding them of the need to finalise payment.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records.
- The designated "Teacher in Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with DEECD guidelines.
- Only Camping Association of Victoria accredited camp sites will be used. Risk analysis complicit through use of accredited camp only.
- The online DEECD 'Notification of School Activity' information will be completed at least three weeks prior to the camp as required at:
 - www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
 - Ref: Vic Govt Schools Reference Guide:
<http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/environment/4-4.pdf>
- 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 and integration aides supporting children attending camp will be given the first option to attend camps.
- There is no requirement for any teacher or support staff to attend a school 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. 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 for extra adult supervision if required. This will be included on the notification of the camp to parents.
- 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 must attend the camp as a helper or carer for all children. They are to understand that they are not to spend too much time or personal assistance to their own child whilst on the camp.
- Parents selected to assist with the camps program will be required to have a current 'Working with Children Card. The school will pay for the associated costs.
- The selection of the parents attending camp will be made by the teacher in charge in consultation with the the principal. Reasons for parent selection or non-selection will be confidential and will not be released to parents.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable and is felt to be unmanageable by the Teacher in Charge. 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 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.

The above information will be provided to the Principal at least a week before the School Council meeting date.

FORMULA APPLIED FOR CAMPING PROGRAM CYCLES:

GRADES PREP and ONE

- One night sleepover/camping out at the Dunkeld Consolidated School.
- Generally camp to be held on a Friday night in September/October.

GRADES TWO and THREE

- Camp to alternate between Grampians Retreat and Norval Halls Gap.
- Duration of camp will be two nights.
- All meals and use of camp facilities included.
- Generally held during third term.

GRADES FOUR, FIVE and SIX

- Camps to be held on a three year cycle. One year Melbourne, one year in country Victoria (according to curriculum being studied) and one year at a coastal site in Victoria or South Australia.
- Suggested locations include Swan Hill, Sovereign Hill, Portland, Warrnambool, Phillip Island and Port Lonsdale.
- Children will spend three nights and four days away.
- Generally held during fourth term.

Evaluation:

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.