

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:

- 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 DE&T requirements.
- A designated 'Teacher in Charge' will coordinate each camp.
- The designated Teacher in Charge of each camp will ensure that all ratios, transport arrangements and camp activities comply with Department of Education and Training guidelines. The "Notification of School Activity" form will be completed and forwarded to the Department of Education and Training three weeks prior to the camp departure date.
- The designated Teacher in Charge will ensure a risk assessment is completed at least 6 weeks prior to the camp, presented to the Principal and communicated to all adults on camp prior to departure.
- A designated first aid person will be identified to ensure medication requirements are adhered to.
- Prior to any child attending a camp, parents/guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information for School Council Approved Camps" form, and must have paid the costs involved.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all camps.
- Copies of completed Permission forms, and signed "Confidential Medical Information for School Council Approved Camps" forms must be carried by camp staff at all times.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours camp. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- 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 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. 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 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.
- 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.
- Classroom teachers will be given the first option to attend camps.
- 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 check. The school will pay for the associated costs.
- 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 least one term prior to the departure date.

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.

- This policy was last ratified by School Council in 2018.