Rationale:

- The school’s camping program enables students to further their learning and social skills development in a non-school setting. Our camps should have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

Aims:

- To provide all young people with the opportunity to participate in a sequential camping program.
- To provide shared class/year level/learning community 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.
- Reasonable adjustments will be made to ensure that students with a disability are able to participate.
- The November edition of the school newsletter will provide parents with approximate dates and costs associated with the following year’s camps as well as information to year six families through the transition process.
- 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 able 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 five 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 administration 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 costs are based on numbers of students intending on participating and reimbursement will only be considered if the Principal deems that there are exceptional circumstances as to why a student is unable to attend once they have made any payment towards the camp.

School Council will ensure a budget is established, 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 DEECD 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. 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.

The school will continue to provide the opportunity for teachers to update their first aid skills and will aim to provide a Level 2 First Aid staff member on each camp.

The school will provide a mobile phone for all camps.

The Teacher in Charge will ensure communication with parents as to any changes to arrangements such as anticipated return time.

The Teacher in Charge will ensure communication with the principal should any emergencies arise during the camp.

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 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 students who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if their 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 relevant learning community leaders.

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 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. 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.

**Evaluation:**
- This policy will be annually at the conclusion of the school’s camps program, and as part of the school’s three-year review cycle.