

Camps Policy

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 extra curricular 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 provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure educational/ pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

Guidelines:

All camps must be approved by the Principal and School Council.

The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally, all camps should be submitted to Council for in principle approval in the February Council meeting.

Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.

The Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.

The camp information, approval process and payments will be entered on COMPASS including the "Notification of School Activity" online at least 8 weeks prior to the camp departure date.

Implementation

- A camp is defined as any activity involving at least one night's accommodation, including sleepovers at school.
- Sequence of opportunities provided as part of the Camp Program:

Prep	Breakfast at school
Year 1	Games evening and dinner at school
Year 2	Games evening and sleepover at school
Year 3	Camp 3 days & 2 nights
Year 4	Camp 3 days & 2 nights
Year 5	Camp 5 days & 4 nights
Year 6	Camp 5 days & 4 nights
- Camps are an extra curricular activity that expand and elaborate on the learning at school. It is not compulsory that students attend.
- Camp administrator to adhere to process and timelines as outlined in school documentation.
- Staffing: The Principal has final approval of staffing profile.
 - 1 adult : 10 students (legal requirement) at no charge to the adult

- All adults must have WWCC and have completed EEPS Parent Helper Course
- Minimum 50% adults to be qualified teachers
- Gender balance where possible
- In line with other considerations, as School Council has to approve camps and is legally responsible, priority will be given to one non DET school councillor who has not previously attended a camp
- As part of pre-service training, priority given to trainee teachers to attend
- Remaining places given to parents
NB Priority to trained nurse, doctor or first aid personnel and parents who are known through school interactions such as 3 way conferences, fundraising and social events, volunteer work
- If outside of the legal ratio, additional parent volunteers may be required to pay the accommodation and meals cost of the camp.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- 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.
- Families will be given sufficient time to make payments for camps with reminder notices being sent home if required.
- Standards of behaviour apply in all camp and excursion situations. The normal school rules and expectations regarding both behaviour and consequences will be employed.
- Students whose behaviour at school has been unsatisfactory may be asked not to attend camp. This would only occur if in the opinion of the teachers and principal, the student's behaviour at camp would place staff and students in danger or would place undue hardship on those attending.
- Parents will be requested to collect their child from camp for medical reasons or 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.

Revision dates	Version number	Summary of changes
Nov 2014	#1	Inclusion of; Policy <u>and</u> procedure Camps as extra curricular Staffing procedure WWCC and EEPS Parent Helper course to be attended
Dec 2014		Approved by School Council
April 2015	2	Replace DEECD with DET
May 2015	3	Camp Policy only. Procedures in separate document