

## CAMPS AND EXCURSIONS POLICY

*McDonald Park School community will work collaboratively to develop respectful, thriving and engaged problem solvers.*

### **PREAMBLE:**

Camps and excursions are a valuable part of a student's educational program. They complement and reinforce student's learning outside the confines of a classroom, enhancing and enriching student learning.

For the purpose of this policy the following definitions apply:

Excursions – curriculum / learning based experiences individualised according to learning within the class – these may occur on or off site, single classes or in conjunction with others.

Camps- year level or team based opportunities for students to participate in camp experiences that are progressive throughout their schooling, increasing in length and distance.

End of year celebrations, such as class parties, aquatics day, disco, big day out, wheels day are not included as a camp / excursion.

Camps and excursions will be planned to support a curriculum area and will serve an educational purpose. Teachers build into their class-teaching program a lead-up to camps/excursions and a follow-up afterwards. This may involve all areas of study and may cover a term or part thereof. Excursions are likely to be organised at a specific class level to meet the learning needs of that class and may be planned and undertaken in conjunction with another class. Camps are a year level opportunity and consequently are planned as a team.

### **PRINCIPLES:**

**The school aims to provide camp and excursion opportunities for all students so that they may:**

- engage in relevant real life learning that assists them to transfer their classroom knowledge into other situations – to develop their critical and creative thinking skills
- further develop social skills such as co-operation, tolerance, communication, individual and group interaction, as per the personal and social capability
- further develop their problem solving and life survival skills, developing independence skills
- interact with adults and other students on a closer personal level than is normally achieved in the classroom situation
- extend their understanding of their physical and cultural environment, thus developing ethical and intercultural understandings
- be involved in the decision making, planning, preparation and presentation processes associated with these opportunities.

### **RESPONSIBILITIES OF PRINCIPAL:**

**The Principal has a responsibility to:**

- supervise the organisation of a camp or excursion
- ensure that financial costs allow for all students to participate, this may involve an application process
- ensure that the program is balanced and suitable for the age group
- ensure suitable arrangements are made for the safety of students and adults involved in the camp/excursion
- ensure that Department for Education guidelines are met
- ensure the program conforms to school policies including social justice
- ensure that all staff have training and development and access to information so that effective programs can be developed
- ensure that staff are familiar with the excursion site or camp so that maximum use can be made of the program
- ensure that camps and excursions are held as regularly as this policy provides for
- ensures that the chosen campsite meets acceptable safety standards
- ensure that staff are provided down time / repaid NIT

## ***RESPONSIBILITIES OF PRINCIPAL:cont.***

### **The Principal has a responsibility to:**

- provide opportunities for time payment if requested by parents
- ensure that ratios are compliant with standards and supervision is equitable in meeting the needs of the camp and school
- ensure that the true cost is reflected in the school budget / camp costs and known to organisers of the camp (senior staff, SSO, NIT, part time staff)
- ensure that the annual program of camps and excursions is collated early in the year outlining expected events for each class
- support staff to manage personal commitments, participation open to all staff if class teachers are unable to attend
- devise a list of available staff each year (week zero)

## ***RESPONSIBILITIES OF TEACHERS:***

### **Teachers have a responsibility to:**

- provide opportunities for a wide range of educationally valuable experiences through camps or excursions
- ensure that a camp or excursion does not discriminate against students because of cost
- ensure that the program is forwarded to the Principal for approval in a timely manner
- refer to checklist to ensure all aspects of planning are covered
- provide an outline of known and possible events planned for the year, beginning of term for excursions if known, so that families are aware of possible costs that may be incurred – school events to be included
- notify parents of the intent, purpose, venue, date and requirements – in outline provided in above dot point include statement that individual classes may incur costs that are relevant for their class only and notification will be provided in a timely manner.
- ensure that all excursion fees and permission slips are received no less than two days prior to the event, camp fees 10 days prior.
- plan for and make alternative arrangements for students not attending
- ensure Department for Education regulations and guidelines are followed
- ensure that when using private cars each child wears an approved seatbelt and the vehicle has Comprehensive and Third Party insurance cover
- ensure that all medical information and medication is collected and available
- ensure first aid knowledge and provisions are available
- complete an evaluation of the camp/excursion
- ensure that the chosen campsite meets acceptable safety standards
- risk assessment - disabilities, behaviour, volunteers, general
- teachers may negotiate with other staff members about their participation in class camps, taking into account personal circumstances and commitments. They would be involved in the camp planning regardless of attendance and will swap duties with teacher they are replacing
- follow the criteria provided for the selection of parents attending camps

## ***RESPONSIBILITIES OF STUDENTS:***

### **Students have a responsibility to:**

- participate in class planning for the camp/excursion
- follow the direction of teachers and parent helpers
- observe school and class rules
- act responsibly with other students
- act responsibly to care for other's property and rights
- be responsible for one's own belongings
- provide feedback on the camp/excursion

## ***RESPONSIBILITIES OF PARENTS:***

### **Parents have a responsibility to:**

- support the school's programs by encouraging their child's participation in camps/excursions
- notify the school if cost of camp/excursion prohibits participation of their child
- assist on camps/excursions if able, ensuring that selection criteria is met
- pay for a deposit indicating their child's interest in attending, knowing that deposits are non refundable, due to the fixed costs that camps/excursions incur
- provide feedback on the camp/excursion
- provide full medical information and any required medication
- collect their child from the event if their behaviour is inappropriate

## ***FREQUENCY:***

### **Excursions:**

The number of excursions in any one year will vary amongst classes and will depend upon the classroom teacher's evaluation of the needs of the students bearing in mind the principles underlying this policy. Each opportunity should provide strong links to the curriculum and learning.

### **Camps:**

Minimum activity for year can include local excursions and any lesser activities at class teacher's discretion. Class composition will also influence this - these are guidelines.

### **Pre 2022**

R / 1	After school onsite activity
2 / 3	Overnight camp - on or off site
4 / 5	1 or 2 night camp - local area
6 / 7	2 or 3 night camp

### **Post 2022**

F
1 / 2
3 / 4
5 / 6

### **Generic Statement**

No payments will be accepted past two days prior to excursion or ten days prior to camp unless negotiated with class teacher.

Ratified at governing council 25 June 2019. To be reviewed 25 June 2020.