



Rupanyup Primary School

Camps and Excursions POLICY

Purposes

- To enable social interaction in another setting,
- To provide the opportunity for children to gain confidence in being away from home and living with others outside the family home and local environment.
- To broaden the child's cultural and educational experiences.
- To provide opportunities for students to develop cooperative behaviours, leadership skills, and to nurture resilience and self esteem through participation and success in a variety of challenging experiences.

Broad Guidelines

- The main aspects of the Program will be:
Educational excursions and experiences/Outdoor education
Local experiences
- A Camps and Excursions Plan will be developed to provide experiences in each of these areas for all levels of the school.
- Children will be encouraged to attend camps provided by outside organisations (eg. Somers, Portsea)
- CEP cultural performances will be supported by the school.
- Day excursions will be encouraged throughout the year, to both local and other communities.
- DE&T guidelines and procedures will be followed at all times.
- Camps and overnight excursions to work on 2-3 year cycle, so experiences are not repeated for students.
- Additional camps and outdoor activities can be accepted upon School Council approval.

Suggested Camps and Excursions Program

	Educational Excursions and Experiences/ Outdoor Education	Local Community Experience
P/1/2	Day trip (eg. Bendigo, Grampians, Warrnambool) Late stay for Preps Year 1 & 2 sleepover	Eg. Visit fire station, police station, senior citizens etc.
3/4	Overnight stay (eg. Echuca, Swan Hill, Queenscliff, Grampians)	Eg. Farm visit, Murtoa, Museum, Horsham Excursions
5/6	2-4 night stay (eg. Melbourne Anglesea, Canberra)	Eg. Meals on Wheels, Farm Safety Day, Nursing Home
All	CEP Performances Swimming Program Cross Country Athletics Black Ranges Sporting Events	Clean up Australia Day Disco Woods' Museum Rup Show

Implementation:

- A camp is defined as any activity involving at least one night's accommodation, including sleepovers at school.
- As necessary, advance notification of dates, costs and organisational details should be provided to students, parents/guardians and staff.
- 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 invited 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 contacted a fortnight before the camp departure date reminding them of the need to finalise payment. Students whose payments have not been finalised by the designated date will not be allowed to attend unless an alternative payment arrangement has 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.
- School council is responsible for approval of all overnight excursions; camps; interstate or overseas visits; excursions involving weekends or vacations; and adventure activities.
- If approval for any camp or excursion is granted, detailed planning should commence. This must include a risk assessment for all overnight camps and adventure activities. Prior to seeking school council approval for the camp, organising staff are required to present all documentation, at least 10 weeks prior to the activity commencing, and if approved, that the online Notification of School Activity form then be submitted 4 weeks prior to the activity.
- When presenting information to School Council, organising staff must be aware that Council will consider the following:-
 - The educational aims and objectives of the camp.
 - The names of all adults attending and their expertise and experience
 - Is an appropriately trained member of staff able to provide First Aid?
 - Travel arrangements and costs.
 - Venue details and an itinerary of events
 - Procedures followed to ensure the safety of the students.
 - Alternative program for students not attending camp.
- The school will provide a mobile phone and a first aid kit for all camps.
- The designated "Teacher-in-Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with DET guidelines.
- Parents may be invited to assist in the camps program. If accepted they will be required to undertake a working with children check. This is a free service for volunteers.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.
- 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.
- Only students who have displayed appropriate behaviour at school will be invited to participate in camps and excursions. Parents/guardians will be notified if a child is at risk of not participating in a camp or excursion due to poor behaviour at school. If the unsatisfactory behaviour continues, the student may be excluded from the camp/excursion. The decision to exclude a student will be made by the principal, in consultation with the activity organiser.

Excursions

- An excursion is defined as any activity beyond the school grounds.
 - As necessary, advance notification of dates, costs and organisational details should be provided to students, parents/guardians and staff.
 - All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, 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 excursions. Parents will be contacted before the excursion date reminding them of the need to finalise payment. Students whose payments have not been finalised by the designated date will not be allowed to attend unless an alternative payment arrangement has been organised with the principal.
 - The school will provide a mobile phone and a first aid kit for all excursions.
 - The designated “Teacher-in-Charge” of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DET guidelines.
 - Parents of students involved in excursions may be invited to assist in the delivery of excursions. If accepted they will be required to undertake a working with children check. This is a free service for volunteers.
 - Parent volunteers may be required to pay costs associated with the excursion.
 - Only students who have displayed appropriate behaviour at school will be invited to participate in camps and excursions. Parents/guardians will be notified if a child is at risk of not participating in a camp or excursion due to poor behaviour at school
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- 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.

Evaluation

This policy will be reviewed as part of the school’s three year review cycle.

Ratified by School Council	Date:	15/8/17
Signed:	Principal:	J Powell
	School Council President:	M Downer