

## HEATHCOTE PRIMARY SCHOOL

### ***CAMPS & EXCURSIONS POLICY***

#### **PURPOSE**

To give each child an opportunity through direct experience, to develop new skills and participate in different environments not explored in our local environment.

To contribute towards the overall social development of students whilst participating in a range of recreational, social and cultural activities in a different environment.

To reinforce, compliment and extend learning opportunities beyond our local community.

#### **GUIDELINES FOR ACTION:**

A staged camps program will be provided from Year F-6:

<u>Year</u>	<u>Possible Experience</u>
Foundation	After school activity and Major excursion
Year 1-2	School Sleepover and Major excursion
Gr 3-6	Camp program and Major excursion

- Camping experiences and follow-up activities will be integrated into the Victorian Curriculum.
- Pre Camp information will be provided to parents, parents will agree to pick up their child if necessary.
- When planning for camps, consideration will be given to the amount of travel time.
- School Council must receive the appropriate DET Camp/Major excursion documentation in order to approve the activity.
- Parents do not attend camp. When required, parents may be invited to attend due to a specific need. All parents on overnight camps must have a current Working With Children Check and will maintain confidentiality. If a parent is taken, a briefing session will be run prior to accompanying students and staff on excursions or camps.
- Timetabling during camp times will be designed to reduce disruption to normal school program operation. All students are expected to attend camp.
- Parents experiencing financial difficulty who want their children to attend the camp/excursion will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal or a case by case basis.
- All families will be given sufficient time to make payments for camps/excursions.
- Office staff are responsible for managing and monitoring the payments made by parents
- Prior to any child attending an excursion, parents/carers must provide a signed permission form. These forms need to be carried by camp/excursion staff.
- No alcohol will be consumed by teachers or parents throughout the duration of the camp.
- Staff resourcing to be included in the budget for school camps, e.g. male/female mix.
- All buses hired will be fitted with seat belts.
- Children who do not display appropriate behaviour at school may not be able to participate in school camps or excursions. The decision to exclude a student will be made by the Principal and relevant staff. Student's misbehaving on camp will be sent home, parents/carers will be responsible for collecting the student from the camp.
- The school will provide a mobile phone and first aid kits for all camps/excursions.

#### **EVALUATION**

THIS POLICY WILL BE REVIEWED AS PART OF THE SCHOOL'S FOUR-YEAR REVIEW CYCLE.

**This policy was last ratified by School Council in March 2014.**