

POLICY – Physical, Personal and Social Learning SUB PROGRAM – Camps and excursions

Rationale/Purpose

- To encourage all children from Grades Prep-6 to participate in the camping program
- To contribute to the social development of the individual through the adjustment to group living
- To develop the children's ability to work co-operatively
- To develop the children's independence
- To broaden the children's awareness of their responsibility to others through duties at camp, to themselves and others through acceptable manners, good hygiene and character habits.
- To enhance and make connections with the learning children have achieved in the classroom.

Each year the camping program at Newport Gardens Primary School will be dependent on grade structure, staffing, children willing to participate, overall cost and relevance to curriculum.

All camps and excursions must be approved in advance with the Principal before being approved at School Council

Guidelines:

GENERAL PROCEDURES FOR ALL CAMPS AND EXCURSIONS:

Planning for camps and excursions must be consistent with the guidelines for each category of camp or excursion.

All camps and excursions must meet the requirements for safety and duty of care as recorded in the Schools Reference Guide, Section 4.4 Student safety and risk management. It is recognised that on occasion, and in exceptional circumstances, and where the excursion/function requires transport of very small student numbers, staff may transport students in their private vehicle provided that:

- The vehicle has full comprehensive insurance that indemnifies DEECD procedures
- Relevant details are provided to parents / guardians in advance and a signed permission form for their son/daughter to travel in a private vehicle has been obtained.
- Permission has been given to the staff member by the Principal to use a private vehicle to transport students for a particular event. Please note that the school does not reimburse vehicle expenses.

In general, private transport of students is discouraged.

All camps and excursions need to take into account the cost of replacement teachers. CRT costs need to be included in the cost of the excursion.

Links to student outcomes, the impact on the general school program, CRT and student costs will be considered in the decision to approve camps and excursions. The school calendar and daily organiser should be consulted to avoid conflict with important school events.

Due dates as per the guidelines must be adhered to.

* The above guidelines also apply to sports excursions and other activities, Please see below.

GUIDELINES FOR SEEKING APPROVAL FOR NON-ADVENTURE EXCURSIONS/ACTIVITIES:

1. At least 4 weeks prior to the date of the proposed excursion a completed excursion planning form with all details is to be forwarded to the Principal for consideration at the forthcoming School Improvement Committee meeting. This form can be located in our school's intranet under Staffshare.
 2. Notification is given to the teacher in charge of the excursion re approval/non approval.
 3. When approved the excursion and list of students is required to be registered with the bursar and an excursion code number is provided to be included on the "Notification to Parents of an Excursion" form. All excursions must allow a minimum two weeks notice to the students prior to the date of the excursion to allow for collection of money.
 4. All money must be paid and permission slips returned by a minimum 3 working days prior to the excursion to allow for cancellations or planning for replacement teachers. Money and permission slips will not be accepted after the final date stated on the notification to parents form. All money is to be paid to the Bursar.
 5. If cheques need to be written for the excursion please allow at least two working days notice to the bursar.
 6. Students who have not paid and/or returned a signed permission slip for the excursion by the due date will not be permitted to attend the excursion.
 7. Students should be advised that if payment of an excursion fee causes financial hardship parents/guardians (or independent students) should discuss their situation with the Principal or Assistant Principal.
 8. Once the excursion is approved, write the title and date onto the staff share calendar on the Intranet.
 9. Remind students and staff via the weekly newsletter of the forthcoming excursion and relevant dates for return of money and permission slips.
 10. Provide a list of students attending the excursion to the front office. Provide a contact phone and/or mobile number for the excursion to the office.
- An Interschool Sport levy in the school fees covers the cost of buses for all Summer and Winter sport. However, district events like Swimming, Cross Country and Athletics where possible will adhere to the 4 weeks application requirement but where necessary a shorter timeline will be considered due the unpredictable nature of progression to the next round of events.

GUIDELINES FOR SEEKING APPROVAL FOR OUT OF HOURS EVENTS/EXCURSIONS:

Where possible, and with consideration to the general school program, excursions will be arranged to occur during regular school hours. However, for the purposes of meeting specific learning outcomes students are sometimes required to attend public events and performances outside of regular school hours.

1. All out of hours events/excursions must follow the procedures required for non-adventure activity excursions/activities.
2. Where the school organises students to attend out-of-hours events/performances as part of the learning program it may consider that the most convenient and affordable option is for students to arrange with their parents/guardians for their own transport to and from the venue of the event/performance. In such cases explicit acknowledgement must be provided by the parent/guardian that they are responsible for arranging transport to and from the venue for their son/daughter.
3. Where the school organises transport to and from the out-of-hours event/performance, parents are required to arrange for transport home upon the student's return to the school at the appointed time.
4. The above information and relevant transport arrangements must be clearly articulated on the Notification to Parents of An Excursion form and on the return permission slip.

GUIDELINES FOR SEEKING APPROVAL FOR CAMPS AND ADVENTURE ACTIVITIES:

Camps and adventure activities must comply with the requirements in the Schools Reference Guide with particular reference to safety issues, appropriate staff-student ratios and qualifications, and duty of care responsibilities. In addition, camps and adventure activities must be clearly linked to required student learning outcomes. Newport Gardens Primary School policy requires that camps and overnight excursions are approved by the School Council. Please note that if using external providers for camp accommodation and/or adventure activities, there is a requirement that the provider provide evidence of their current public liability insurance policy of not less than \$10,000,000.

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1. Council procedures require that they be presented with a completed school approved planning form for camps and adventure activities and associated relevant documents. This needs to be done in time for the Council to ratify the recommendation of approval from the policy subcommittee. Camps and adventure activities will not proceed without School Council approval.
2. Excursions (non adventure) – 4 weeks and allow a minimum 2 weeks notification to students in order to collect money.
3. Adventure activities and camps – 2 months prior to the camp / adventure activity. Please check the Council meeting dates remembering that the camp / activity has to be passed by a full School Council meeting

Implementation:

Camps

1. Prep children will have a special day planned and share a meal together this could include a special breakfast or lunchtime picnic.
2. Grade 1s will eat dinner with the Grade 2 students (who are sleeping over) and participate in the evening activities before going home for the night.
3. Grade 2 children will have dinner at school, activities and a sleepover followed by breakfast the next morning.
4. Grade 3 and 4 students will attend camps with a bush and beach setting biennial, for example, the beach setting being CYC Phillip Island and the bush setting ; Alpine Ash Toolangi.
5. Grade 5 and 6 students will attend a Canberra Camp that connects with their learning in Civics and Citizenship. On the alternate years they will attend Derby Hill camp at Maldon that develops leadership skills and independence.
6. Excursions (staff to refer to Excursion checklist and forms document and checklist – These are found on Staff Share on the Intranet)
7. Children will attend excursions that enhance and connect with the learning they have completed in the classroom.
8. Local excursions will also take place with the signing of a local excursion form that allows children to walk to local landmarks such as kindergartens, Newport Lakes, shopping centres etc

Evaluation:

Programs will be routinely monitored and adjusted in line with the changing needs of the students. Key factors to be considered include:

- Cost of the camps.
- Cost of transport.
- Expression of interest regarding the Canberra camp.

References:

Victorian Education Learning standards- Levels 1-5-revised edition December 2005.

DEECD School Policy and Advisory Guide

Ratified by School Council: September 2012

To be Reviewed: September 2015

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