

# CAMPS

## POLICY BRUNSWICK EAST PRIMARY SCHOOL

### Rationale:

- The school's camp program enables students to further their learning and social development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

### Aims:

- To provide all students in Years 1 – 6 with the opportunity to participate in a sequential camping program.
- To provide shared experiences and a sense of group cohesiveness.
- To reinforce and extend student learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in outdoor pursuits.
- To provide a program that promotes friendship, empathy, creativity, resilience, and wonder.

### Implementation:

- A camp is defined as any activity away from school involving at least one night's accommodation.
- The program will endeavour to ensure a planned sequence of varied camping experiences from Years 1 - 6
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education and Early Childhood Development (DEECD) requirements.  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
- All camps will be budgeted for with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- 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 able 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 sent reminder notices before the camp departure date reminding them of the need to finalise payment. Students whose payments have not been finalised before the departure date will not be allowed to attend unless alternative payment arrangements have 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.
- Teachers and office staff will be responsible for managing and monitoring the payments made by parents.
- Camp Program:
  - 123 Learning Communities – 3 days/ 2nights
  - 456 Learning Communities – 4 days/ 3nights

- The designated “Teacher in Charge” will ensure that the camp, bus arrangements and camp activities comply with DEECD guidelines. The “Notification of School Activity Form will be completed and forwarded to the DEECD at least three weeks prior to the camp departure date. <http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
- All students will be required to provide written permission from their parents to attend the camp, as well as a completed “Confidential Medical Information for School Council Approved Excursions” form, and if needed supply medications.
- Home group teachers will be given the first option to attend camps.
- The school will ensure a Level 2 First Aid Teacher attends each camp.
- The school will ensure staff are contactable by mobile phone for all camps and provide parents with relevant contact details for the camp.
- On the day of return, a senior staff member will remain in attendance at school until the students arrive back. The “Teacher in Charge” will communicate with this staff member regarding the arrival time by mobile phone.
- Only students who have displayed responsible behaviour at school will be invited to participate in the camping program. Parents will be notified if a student may lose their invitation to participate due to poor behaviour at school and a meeting will be arranged to resolve the situation. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The Principal reserves the right to make the final decision about who attends 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.
- All camps require School Council approval. Information presented to the School Council will include: -
  1. The educational aims and objectives of the camp.
  2. The names of all teachers attending.
  3. The names of all other adults that may be attending and their expertise and experience.
  4. Travel arrangements and costs.
  5. Venue details and an itinerary of events.
  6. Procedures followed to ensure the safety of the students.
  7. Details on the number of students excluded from camp.
  8. Alternative arrangements for students not attending camp.
- The above information will be provided to the Principal at least a week before the School Council meeting date.

**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.

This policy was ratified by School Council on the 27.8.13.