

Camps

Rationale

The school's camping program enables students to further their learning and social skill development in a non-school setting. Students are given the opportunity to transfer the skills from the learning area into the wider community. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. Camps will have a different focus in each year level and may occur at different times of the year depending on when bookings can be made.

Aims

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, interdependence, leadership, judgement, cooperation and tolerance.

Implementation

- A camp is defined as any activity involving at least one night's accommodation.
- The program will be developed sequentially throughout the school.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- The December edition of the school newsletter will provide parents with approximate dates for the following year's camps.
- All camps will be budgeted for during the previous year 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 practical.
- 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 required to discuss their individual situation with the Principal or Assistant Principal. Decisions relating to alternative payment arrangements will be made by the Principal or Assistant 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 a fortnight before the camp departure date reminding them of the need to finalise payment and return documentation. Children whose payments have not been finalised at least two school days 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 arrangements for a previous camp will be unable to participate in the camping program until this payment is finalised.
- Refunds for students who do not attend camp will only be granted refunds for those activities that did not have to be pre-paid, or were not accounted for in bulk, e.g. bus.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- The designated *Teacher in Charge* of each camp will ensure that all camps, bus arrangements and camp activities comply with Department of Education and Training guidelines.

- Only Camping Association of Victoria accredited or other State accredited camp sites will be used.
- The online DET 'Notification of School Activity' proformas will be completed as required at:
www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
- See office staff for 'Berwick Chase Primary School Camp Medication Authority Form'. This must be handed out to parents/guardians of students attending the camp.
- 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.
- Classroom teachers will be given the first option to attend camps.
- At least one extra ES staff member will attend each camp
- The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a First Aid trained teacher on each camp, and appropriate first aid kits.
- On each bus there will be at least one first aid trained staff member and a first-aid kit.
- All teachers on camp will have a mobile phone.
- A staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards to the anticipated return time.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
- Parents are required to collect their child from camp due to illness or 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 students will sign an expected behaviour agreement before attending camp.
- All camps require School Council approval. This approval is sought at a scheduled meeting as soon as the camp is decided upon and confirmed prior to the departure date. Information presented to the School Council will include:
 1. The educational aims and objectives of the camp.
 2. The names of all adults attending and their expertise and experience.
 3. Travel arrangements and costs.
 4. Venue details and an itinerary of events.
 5. Procedures followed to ensure the safety of the children.
 6. Details on the number of students excluded from camp.
 7. Alternative program for students not attending camp.
- The above information will be provided to the Principal at least a week before the School Council meeting date.
- Original signed permission and medical forms will be taken to camp, with copies left at the school in a secure location. Digital copies of documentation will also be stored at school and with teachers on camp.
- Decisions regarding items such as cameras/iPods being taken to camp and will be made on a camp by camp basis by the camp coordinator, and the items will be the sole responsibility of the student.
- Children will not be permitted to bring any other electronic equipment, treats (e.g. lollies) or aerosol cans.
- Children will have no access to Wi-Fi facilities at any camp.
- At the conclusion of camp, attending staff will meet to evaluate all aspects of the camp.

Evaluation

- This policy will be reviewed as part of the school's three-year cycle.

This policy was ratified by School Council on Monday 26st November 2018