

# CAMPING

## POLICY

### Rationale:

- The school's camping program enables students to further their learning and social skills 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 children with the opportunity to participate in a camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning and curriculum content.
- 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, leadership, judgement, cooperation and tolerance.

### Implementation:

- A camp is defined as any activity involving at least one night's accommodation.
- 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.
- Camp notices will provide parents with approximate dates and costs associated with the following year's camps.
- All camps will be budgeted for as soon as is possible, 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.
- 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.
- The Principal and Camp Coordinator will have the final say on participation for any family who has not met the required payment by the due date or for a previous camp.
- 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 cost of replacing teachers on camp, with casual relief teachers, will be factored into the overall cost of the camp.
- The school pre-planning proforma is to be completed by the 'teacher-in-charge' of the camp and is to be given to the Principal for initial approval.
- The designated "Teacher in Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with DEECD guidelines. The "Notification of School Activity" form will be completed and forwarded to the DEECD three weeks prior to the camp departure date.

- 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 Camp Code of Conduct forms.
- Classroom teachers will be given the first option to attend camps.
- A list of all students attending camp will be left at the office with a copy of their medical and emergency contact details.
- A list of students not attending camp or absent will be left at the office stating which grade they are in for the duration of camp.
- The school will provide a Level 2 First Aid Teacher on each camp, when the venue does not provide such a service. The Coburg North Primary School Ambulance Policy will be implemented during all camp activities.
- 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 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 and this may involve consultation with the classroom teacher.
- 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 and ratification.
- 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

**Ratified by School Council; April 2011**

