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Cranbourne West Primary School No. 5189 **CAMPING POLICY**

RATIONALE:

The school's camping program enables students to further their learning and social skills development. 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 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, leadership, judgement, co-operation and tolerance.

IMPLEMENTATION GUIDELINES:

- A camp is defined as any activity involving at least one night's accommodation.
- The program will be developed sequentially throughout the school.
 - Preps and Year 1 – Stay late at school one evening and have camping activities
 - Year Two – Overnight camp [but not held at school] or stay late one evening and have camping activities.
 - Year Three – Two night camp
 - Year Four – Two night camp with a different focus
 - Year Five – Three night camp
 - Year Six – Three night camp with a different focus
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- A staff member will be appointed each year to the position of Camps Co-ordinator to work co-operatively with the 3/4/ and 5/6/ camp leaders.
- All camps will be budgeted for at the beginning of the 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 practicable.
- Once the camp is completed and the final budget balance determined, should the balance exceed \$25- per student, the camp co-ordinator will organise reimbursement of unspent funds to parents. The Business Manager to be advised and an order created. 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 delegate. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. All payment arrangements need to be finalised at least two days before the camp.

- If a child has to withdraw from attending the camp a credit will be given at the co-ordinators discretion. Bus costs are not refundable.
- 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.
- 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 Co-ordinator 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 online [on the appropriate DEECD website] 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.
- Classroom teachers will be given the first option to attend camps.
- The school will continue to provide the opportunity for teachers to update their First Aid skills and will endeavour to provide a Level 2 First Aid Teacher on each camp.
- The school will provide a mobile phone for all camps. The details of the nominated mobile phone[s] are to be supplied to the school office prior to departure.
- A senior 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.
- Parents will be invited to assist in the delivery of school camps. When deciding which parents will attend, the camps organisers will take into account –
 - Any valuable skills the parents have to offer e.g. bus licence, First Aid etc.
 - Gender balance is to be maintained where possible.
 - The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a Working With Children Check. The school will pay for the associated costs.
- 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 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 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.

EVALUATION:

Camps will be reviewed annually at the conclusion of the school's camps program. The Camping Policy will be reviewed as part of the school's three-year review cycle.