

# Kangaroo Flat Primary School

CAMPS AND EXCURSIONS POLICY 2017 – 2019

To be reviewed in DECEMBER 2019

## **RATIONALE**

*The provision of camps and excursions enhances classroom programs and gives children new environments in which to interact and learn.*

## **AIMS**

- To coordinate camps and excursions with class programs.
- To communicate camps and excursion information clearly and informatively to parents.
- To provide a range of sequential camping experiences for children as they move through the Junior, Middle and Senior Units of the school.
- To maximise learning opportunities by using local resources and venues.
- To give children a wide variety of first hand experiences.
- To extend curriculum programs outside the school environment.

## **PROGRAM SUMMARY**

As part of each Unit's planning, camps and excursions are mapped out to enhance teaching and learning.

An 'overnight' experience is provided at each level of the school (Junior, Middle, Senior). One major excursion (outside the local area) is planned for Junior, Middle and Senior units. Minor excursions (local area) are undertaken as required and link closely with the classroom Units of Work at the time.

A two year cycle operates for all camps (Even Years –Year 5&6/ Odd Years- Year 3&4) This cycle minimises costs for families.

## **PROGRAM OVERVIEW**

<b>P-2 Junior Unit</b>	<ul style="list-style-type: none"><li>• Minor Excursions as required.</li><li>• One Major Excursion each year.</li><li>• Year 2 Sleepover experience.</li></ul>
<b>3-4 Middle Unit</b>	<ul style="list-style-type: none"><li>• Minor Excursions as required.</li><li>• One Major Excursion.</li><li>• 'Camping Experience' up to two nights at a selected venue in the ODD Calendar Years</li></ul>
<b>5-6 Senior Unit</b>	<ul style="list-style-type: none"><li>• Minor Excursions as required.</li><li>• One Major Excursion Year 5&amp;6 Excursion</li><li>• 'Camping Experience' at a selected venue in the EVEN Calendar Years</li><li>• Somers, Woorabinda and DOXA opportunities to be open to all Senior Students, these alternate each year.</li></ul>

## **STAFFING**

There are sufficient staff to provide appropriate and effective supervision, in view of the activities undertaken and students involved.

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>

It is expected that ALL staff will be available to participate in at least ONE camping experience every two years. This includes staff teaching at the particular year level offering the camp.

Education Support staff attending to refer to ES TIL policy.

## **IMPLEMENTATION**

- All camps and excursions relate to classroom teaching and learning.
- For student safety on excursions and camps (where appropriate) a School Contact Lanyard will be worn by each student.
- Consultation and discussion with KF School Council re the current venues being used in their program to minimise duplication.
- Advance notice of camps and excursions (as is practical) is provided through the Estimated Term Charges information distributed at the start of the school year.
- 'Informed' consent must be received from parents/guardians before children are permitted to participate in any daytime or overnight excursion. NB Informed consent means that an informative outline of the activities being undertaken is provided to parents.
- All children who suffer from Asthma will be required to complete a 'Camp Asthma Management Plan' before going on any overnight experience.
- Excursion staff ratios to meet DET guidelines as documented in the Reference Guide 4.4.28.
- When required Parental Involvement would be appreciated.
- School Council approval for all overnight experiences is mandatory.
- Staff expertise is used to select venues and develop camping programs in consultation with a community consultation process at the policy review stage.
- <http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorplan.aspx#link47>
- Student Activity Locator online form should also be filled out 3 weeks prior to excursion ( see above link)
- Refer to Emergency Management policy for guidance on any emergency situations.
- <https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=72>
- **Important:** Principals, teachers, school councilors and others involved in school excursions, must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

## **PARTICIPATION**

- All camping and major excursions will include a Behaviour Agreement. Inability to meet behaviour requirements may mean being withdrawn from camping opportunities and /or other out of school events.
- Parent contact when behaviour is a concern will be made well in advance of the camp/excursion experience.
- Any decision to withdraw a child will be made by the Excursion / Camp Co-ordinator (Teacher in Charge) in consultation with the Principal, Staff and parents. Prior contact with a parent will have been made.
- Serious misbehaviour on camps / excursions will be followed up with parent contact. This may mean parents are asked to collect a child from a camp.
- Principal should inform parents that any costs associated with the student returning from an excursion early due to illness or serious misbehaviour are the responsibility of the parent: Parents to have this information outlined in writing as part of the consent form.
- Any medication required with dosage and permission to administer is to be handed to the Teacher in Charge before the camp/excursion.
- School Uniform colours of grey, green and white are to be worn on all day excursions. Hats are to be worn in Term 1 and Term 4.

## **BEHAVIOUR AGREEMENTS**

- A one page behaviour agreement (Appendix 1) will be a requirement for all camps with the half page agreement (Appendix 2) a requirement for all excursions. Parents and students will be required to sign this.
- Staff will attach one of these agreements to all camp and excursion experience Information Packs.

## **COSTING**

- All costings to be ratified by the Business Manager, after quotes for bus, entries, accommodation, essential foods and other hire items received. Quotes must advise whether GST is included in total price.
- See file T:\Operations\Camp and Excursions Policy\Forms\ExcursionFeeProFormaC21F
- Families to be apprised of costs 6 (six) weeks prior to camp, 4 weeks prior to excursions and 2 weeks prior to incursions.
- Payment by instalments is offered for all Major Excursions and Camps.
- All camps, excursions and incursions to be fully paid for prior to attending
- A cancellation once a deposit has been paid may mean that a refund is not possible.
- No refund for refusal on the day
- Any cancellation and refunds will need to be discussed with Principal/Business Manager.
- Any subsidy on cost must be approved by school council and include all participants.
- A review of the camp will be undertaken by the attending staff and a reconciliation of camp by the Business Manager

## **CSEF (Camps, School Excursions Fund)**

Schools are required to use the Camps, Sports and Excursions Fund (CSEF) payment for expenses relating to Camps, Sport and/or Excursions for the benefit of the eligible student. Some common examples of school-organised programs for which the CSEF payment may be used include:

- School camps/trips
- Swimming and other school-organised sporting programs.
- Outdoor education programs.
- Excursions/incursions

Schools will need to communicate with eligible parents/guardians to advise how the school intends to allocate the CSEF payment for the benefit of the eligible student.

- The CSEF payment cannot be used towards voluntary school charges, nor towards books, stationery, school uniforms, before/after school care, music lessons, etc.

## **ADDITIONAL CAMPING OPPORTUNITIES @ Year 5 & 6**

- Additional camp opportunities (DOXA, Somers, Woorabinda) will be open to all Year 5-6 students using an open ballot. It is anticipated that DOXA, Somers and Woorabinda will be offered in alternate years.
- These camp experiences MUST be fully paid, 1 month prior to attendance.
- Student behaviour requirements will need to be met before being eligible for the ballot.

## **EVALUATION**

- Variety of Experiences offered
- Participation Levels
- Parent feedback and involvement
- Staff evaluation of Camp
- Reconciliation of each Camp, Excursion or Incursion
- Documentation/notices/costings/reconciliation to be stored for 7 years if no accident (20 years if accident)
- All camps and excursions are reviewed annually
- Policy review every 3 years

## APPENDIX 1:

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# Kangaroo Flat Primary School **ACCEPTABLE CAMP BEHAVIOUR AGREEMENT**

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**Endorsed by School Council**

### INTRODUCTION

*School Camping Programs extend the opportunities for teaching and learning beyond the walls of the classroom. Such programs develop independent living skills, social skills and a chance to learn in a new environment.*

*Camp participation is considered a privilege and not a right. All children are welcomed and encouraged to attend. School Council has endorsed the development of a Camp Behaviour Agreement as part of the School's Camping Policy. Please read and discuss with your child and return to school. All agreements must be returned before participating on the camp.*

### RIGHTS OF PARTICIPANTS

- |  |
|--|
| • To be safe and treated with respect.   |
| • To work and play without interference while participating in camping activities. |
| • To have fair and appropriate access to camp facilities and camp staff members.   |

### RESPONSIBILITIES OF PARTICIPANTS

- |  |
|--|
| • To follow camp rules, displaying appropriate behaviour at all times. |
| • To take care of my property and the property of others.              |
| • To work and play safely.   |
| • To share equipment and attention.                                    |
| • To listen and follow <b>all</b> instructions.                        |

### CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

- |   |
|---|
| • Time out from activity.   |
| • Loss of privileges at the camp venue.                               |
| • School/Parental contact made.                                       |
| • No improvement, required to return home from camp at parent's cost. |

### SIGNED AGREEMENT

*I have discussed the rights and responsibilities of this camping experience with \_\_\_\_\_ and understand the consequences of unacceptable behaviour.*

Signed \_\_\_\_\_ (Parent) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Participant) Date \_\_\_\_\_

### RETURN TO SCHOOL CONSEQUENCE

*I understand that if my child has behaved inappropriately and is required to be returned home then I will arrange for his/her pick up*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX 2:**

*Kangaroo Flat Primary School*

<h2>EXCURSION PARTICIPATION &amp; BEHAVIOUR AGREEMENT</h2>
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- As a member of this excursion group I agree to follow all instructions and demonstrate responsible behaviour.
- I understand that misbehaviour at school prior to this excursion may affect my participation.
- I understand that misbehaviour on the excursion will be followed up at school and with my parents, and that this may exclude me from other out of school events, experiences.
- We have discussed this agreement as a family.

Signed \_\_\_\_\_ Participant. Date \_\_\_\_\_

Signed \_\_\_\_\_ Parent. Date \_\_\_\_\_

*Kangaroo Flat Primary School*

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- We have discussed this agreement as a family.

Signed \_\_\_\_\_ Participant. Date \_\_\_\_\_

Signed \_\_\_\_\_ Parent. Date \_\_\_\_\_