



# CAMPS & TOURS

## POLICY

### Rationale:

- The school's camps & tours program enable 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.
- As the camps and tours programs support classroom learning, curriculum-based camps should be seen to have priority over extra-curricular camps or tours.

### Aims:

- To provide all students with the opportunity to participate in the curricular & extra-curricular camps and tours program
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning – locally, nationally and internationally.
- To provide a program that delivers skills and knowledge that may lead to
  - a. lifelong leisure pursuits
  - b. relevant cultural experiences
  - c. exposure to environmental and historical classroom experiences
- 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 curricular program will be developed sequentially throughout the college. The extra-curricular camps and tours will provide additional opportunities to develop skills and relationships outside the students' year level.
- Students who do not participate in curricular or extra curricular camps or tours are required to attend school as normal.
- The School Council will ensure that all college camps are maintained at a reasonable and affordable cost, and comply with all DE&T requirements.
- Dates and costs of curricular camps will be provided to parents/guardians as soon as practicable in the preceding year.
- Dates and costs of extra-curricular camps and tours will be provided to parents/guardians as soon as practicable.
- Families with more than one child at the college may apply for consideration in the payment processes. This will be at the discretion of the Principal, Year Level Co-ordinator or Camps/Tours Co-ordinator.
- All camps will be budgeted for at the beginning of the year with detailed costing presented to the Principal. 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, Year Level Co-ordinator or Camps/Tours Co-ordinator. Decisions relating to alternative payment arrangements will be made by the Principal, Year Level Co-ordinator or Camps/Tours Co-ordinator on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps and tours as per a specified schedule of payments. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not

been finalised at least five school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal, Year Level Co-ordinator or Camps/Tours Co-ordinator.

- Any family who has not met the required payment for a previous camp will be required to meet with the Principal to discuss outstanding costs prior to acceptance in a new camp or tour program.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide Camps/Tours Co-ordinators/classroom teachers with detailed records on a regular basis.
- School Council will set aside a budget each year that will cover the cost of replacing teachers (CRT) who are involved in camps.
- 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. The “Notification of School Activity” form will be completed and forwarded to the Department of Education and Training 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 and teachers with specialist qualifications will be given the first option to attend curricular camps.
- The college will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp.
- The college will provide a mobile phone for all camps.
- If it is deemed appropriate by the Principal, parents may be invited to assist in the delivery of college camps/tours. When deciding which parents will attend, the camps/tours co-ordinator will take into account –
  - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
  - The need to include both male and female parents.
  - The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a police records check. The college will pay for the associated costs.
- Parent volunteers may be required to pay the accommodation and meals cost of the 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. This approval is sought at a scheduled meeting at least three weeks 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 financial sustainability of program
  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 Assistant Principal at least a week before the School Council meeting date.

**Evaluation:**

- This policy will be reviewed annually at the conclusion of the college’s camps program, and as part of the college’s three-year review cycle.

**This policy was last ratified by School Council in October 2006**

**Review Date**

**July 2006**