



# Excursion and Camp Procedure

To be read in conjunction with DECD Policy

## Purpose

Camps and excursions have the potential to provide significant opportunities to support the work of teachers and their teaching programs and for students and their learning. This is recognised in the DECD Camps and Excursions Policy.

The Australian Curriculum documents promote real life experiences as being a valuable part of the way students learn.

*Activities such as camps and excursions can greatly enhance the progress of this learning, offering new, varied challenging and practical experiences across the learning areas. In many instances these can become some of a student's most significant and meaningful experiences.*

Accordingly, teachers are encouraged to consider camps and excursions when planning their learning programs.

Whilst we recognise their value, we also recognise that :

- They are not a necessity in terms of delivering the mandated curriculum and that a range of learning experiences can be used to provide meaningful and rich learning experiences.
- Each camp or excursion must occur to support student learning outcomes linked to curriculum in accordance with DECD policy and that there is no expectation that a teacher or year level goes on a camp or excursion.
- Teachers cannot be required to go on camps – such an expectation does take into account the characteristics of a class, teachers' learning programs and the personal circumstances of staff.

## Planning

To provide for the safety and wellbeing of students, staff and parents, the following requirements must be met:

- Risks need to be recognised and minimised by using the CBPS Risk Assessment Summary. This must be completed and approved by the Principal prior to any commitments being made and/or before proceeding to detailed planning using the CBPS Planning Proforma.
- Transportation of classes should be by bus wherever possible. When small numbers of students are to be transported for purposes such as SAPSASA, parent and staff vehicles may need to be used. In this case, procedures as described in the Admin Guidelines and Camps & Excursion Policy are to be followed. When transport is provided by parents/caregivers all students involved will be provided with a Student Transport by Private Motor Vehicle Form. This form should be completed and returned before the student can travel with another parent/caregiver.



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## Planning continued:

- Teachers organising activities have the discretion to invite parents to attend activities in order to provide assistance with supervision and transport (refer to Volunteer Policy in regards to police checks)
- Activities must meet all relevant requirements as outlined in the DECD Camps and Excursions Policy

Any camp or excursion must meet the needs of all students in accordance with DECD policy

## Excursions

Excursions provide an opportunity to learn new skills and gain new knowledge in locations outside the school grounds.

Some excursions will be within walking distance of the school, while others will require bus transport. Occasionally parents/caregivers may be approached to provide transport, within DECD guidelines.

### Local excursions

Permission is given on the General Consent Form signed by all parents/caregivers

Notification will be given, for all walking excursions

Notification will be given for all local excursions involving a cost and/or transport

### General excursions – out of Crystal Brook

Permission will be sought by way of an individual consent form for each excursion.

Notification will be given, where possible, at least two weeks before the excursion.

From time to time an extended excursion (ie beyond normal school hours) will be offered. As the time involved and cost is greater than usual approximately one month's notice will be given.

Finance Committee will determine the level of funding for subsidising excursions when establishing the Annual Budget. This funding is to be administered by the Principal.



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## Camps

A camp may be offered to students at Crystal Brook Primary School at the discretion of the class teacher (s). Parents/caregivers will be advised about any intended camp as early as possible in the current school year.

## General Camp Guidelines

No fundraising will be organized to reduce the cost of camps.

- a non-refundable deposit will be required to confirm a student's involvement in a camp – this deposit will help cover costs such as deposits, transport, pre-paid entrances etc.
- full payment for the camp is required at least 2 weeks prior to the camp
- an installment payment plan is available for all camps
- support, by way of subsidies, will be available for all camps to reduce costs for all students and to support individual students who may not attend a camp due to the cost. Finance Committee will determine the level of funding for subsidizing camps when establishing the Annual Budget. This funding is to be administered by the Principal.
- a spending money limit will be set by the teacher (s) organizing a camp and parents/caregivers will be expected to honour this limit (in some cases this limit may be zero)
- no mobile phones are to be taken on camp without prior arrangement

Teacher (s) will provide emergency contact phone numbers for all times during a camp

This policy is to be read in conjunction with the DECD Volunteers Working in Educational Sites a Settings and the Camps & Excursions: Guidelines for schools and preschools.