

Eltham Primary School

Camp 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 all 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.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To develop independence, self-reliance and responsibility.
- To provide a program that promotes self-esteem, resourcefulness, leadership, judgement, cooperation and tolerance.

Implementation

- A camp is defined as any activity involving at least one night's accommodation.
- The program will be developed sequentially throughout the school.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- A full itinerary outlining activities to be undertaken and supervision provision will be developed prior to the camp.
- An organisational checklist will be maintained throughout all planning stages.
- All safety issues and emergency procedures will be documented and discussed prior to departure.
- 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.
- 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. 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 a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- 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.

- School Council will set aside a budget each year that will cover the cost of replacing teachers (CRT) who are involved in camps.
- Where a camp is over subscribed placements will be allocated in order of receipt of the deposit.
- Students have the right to attend camp only if their behaviour is such that staff are confident they will be safe and reliable in an environment other than the school.
- Parents/guardians may be asked to collect from the camp, any student whose behaviour, whilst on camp, is deemed to place themselves or others at risk.
- Wherever possible, camps will cater for individuals with different needs.
- Parents must submit a confidential student medical report prior to departure.
- A staff member will be assigned as the Medical Officer. This person will be responsible for dispensing any necessary medication. Such medication must be accompanied by written instructions regarding administering the medication and handed to the staff member in charge prior to leaving for camp
- A mobile telephone, first aid kit and, where ever possible, a staff car will be taken to the camp.
- An adult, trained in First Aid, will attend the camp.
- Students who do not attend camp will be provided with an alternative program that addresses, wherever possible, similar learning objectives to the camp.
- All staff, parents and volunteers attending the camp will hold a current clear police check.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council in....

May 2014