



Elwood Primary School No 3942

Scott Street Elwood 3184 Telephone 9531 2762 Fax 9531 5497

School Camps

PURPOSE

1. To stimulate and extend the curriculum and learning experiences beyond the classroom and school, and provide an opportunity for students to participate and appreciate that they are part of the wider school community.
2. To enhance relationships between students and teachers across the year level through further development of personal and interpersonal skills.
3. To further develop each student's self-confidence and self-reliance.
4. To further promote teamwork and the concept of community spirit.

BROAD GUIDELINES

1. The camp program is a planned progression of experiences, commencing in Prep through to Grade 6.
2. The program includes:
 - PREP:** Teddy Bears' Picnic at school within school hours
 - YEAR 1:** Dinner at school
 - YEAR 2:** Sleepover at school
 - YEARS 3 & 4:** 3 day / 2 night base camp with Year 3 and 4 children attending separately or as arrangements allow
 - YEARS 5 & 6:** 3 day / 2 night base camp with Year 5 and 6 attending separately or as arrangements allow.
3. The school respects every family's decision in relation to participation in the camp program.

CAMPS:

1. Are funded by parent contributions.
2. Are conducted with minimum disruption to other curriculum programs.
3. Are supervised by staff members. Classroom teachers are given first option to attend.
4. Parents are not included in the camp program unless there are extenuating circumstances which require their attendance to support their own child e.g. physical disability; severe behaviour concerns.
5. For the safety and enjoyment of all participants, the highest standard of behaviour, as detailed in our Wellbeing Policy, is required from all students.
6. For privacy and health & safety reasons, students are not permitted to have mobile phones, electronic devices and games or aerosol cans at camps.
7. The Wellbeing Policy and consultation with parents, forms the basis for exclusion of any student from camps.
8. The camp co-ordinator ensures that the selection of a camp site and the overall proposal, planning and costing of each camp adheres to current DET guidelines and are approved by the School Council.
9. Teachers endeavour to provide an inclusive lead up to the camp, especially for students not attending. A program at school is provided for these students while the Level 3 and Level 4 camps are conducted.

IMPLEMENTATION

1. As soon as possible in the school year, parents are provided with dates and costs associated with camps.
2. Information evenings for specific year levels may be held to promote the camp program.
3. DET consent forms and appropriate medical forms must be signed and returned to the school by due dates.
4. The school nurse, or an adult with current certified Provide First Aid training is in attendance at all camps. Costs involved are included in the overall camp budget.
5. Students with specific medical needs are catered for on a case by case basis. This may involve a request for the parent to attend the camp.
6. Special dietary requirements are communicated to the camp staff in a timely manner to enable them to cater for students/staff. In individual student cases, other arrangements may be necessary to enable attendance at camps. The camp co-ordinator is responsible for ensuring camp staff have met the school's requirements.
7. Money is not refunded unless a medical certificate is provided, or at the discretion of the Principal.
8. Students are encouraged to attend camps. Parents experiencing financial difficulty, who wish for their children to attend camp, should discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements are made by the Principal on a case-by-case basis.
9. All families are given sufficient time to make payments for individual camps. Parents are sent notices reminding them of the need to finalise payment. Students whose payments are not finalised at least two school days before the departure date are not allowed to attend unless alternative arrangements have been organised with the Principal.
10. Office staff are responsible for managing and monitoring the payments made by parents and provide the Principal and classroom teachers with detailed records on a regular basis.
11. Notifications for Emergency Management according to DET requirements, are completed online.
12. Medical forms, emergency details and camp resource documents are kept in a central file with Leadership and the Office. A copy of all required documents are to be taken on camp.
13. If a student is required to return to school/home due to illness, injury or behavioural issues, parents will be called to collect their child from camp as soon as possible.

RESOURCES:

1. School Camps file on Staffshare
2. DET risk assessment requirements, on line
3. Wellbeing Policy

Policy History

Version Approval Date:	Summary of changes:	Next Review:
March 2014	Amendments made, council approved	3 year cycle or as needed
September 2015	Reviewed and amendments made sub committee	3 year cycle or as needed