



### Rationale

Altona Meadows Primary School's camping program enables students to further their learning goals 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 education programs offered at our school.

### Aims

- To provide all children with the opportunity to participate in sequential camping program
- To provide shared class experiences and a sense of group cohesiveness
- To reinforce and extend classroom learnings
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance

### Implementation

- A camp is defined as an activity involving at least one night's accommodation, including sleep overs at school
- The program will be developed sequentially throughout the school
- School Council will ensure that all school camps are maintained as a reasonable and affordable cost and comply with all DET requirements
- The school will ensure that the chosen camp is a DET approved camp
- 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
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines
- School Council is responsible for approval of all overnight camps
- The teacher in charge to obtain the itinerary of the camp, Risk Management and Emergency Response Plans to be viewed and a copy held by the Principal
- School Council requires that students only travel by bus fitted with seatbelts
- Classroom teachers will be given the first option to attend camps
- Parents will be invited to assist in the supervision of school camps. When deciding which parents will attend the camp the Principal will take into account:
  - Any valuable skills the parents have to offer, eg; first aid
  - 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 obtain a current Working With Children Check and provide the school with a copy of the card. Volunteers attending camp are required to complete the Camp Helper Handbook with the Principal
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from the camp. The decision to exclude a student will only be made by the Principal, in consultation with the classroom teacher
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The teacher in charge will consult with the Principal who will make the final decision. Costs incurred will be the responsibility of the parent
- Students who damage property while on camp will be expected to pay to have the damage repaired
- The Principal will collect a Staff Medical Authority form from each staff member attending the camp. This will also be collected for any parents/volunteers attending the camp

## Procedure

- Organisation for the camps is to occur in Term 4 the year prior to the camp
- School Council needs to give general approval for the camp and venue by November meeting of the year that camp is organised
- The camp organiser will meet with the Principal two terms prior to the camp to decide a payment procedure, organizational procedures, dates etc and complete the Forward Planning Request document and give to the Principal
- Once camp organization details, cost, payment procedures and deposit have been finalised, this information can then be communicated with parents. At least 6 weeks prior to the commencement of the camp. Parents will be expected to pay a non refundable deposit, the amount will depend on the cost of the camp
- The designated teacher in charge of each camp will ensure that all camp transport arrangements comply with DET guidelines. Details of the camp will be uploaded to the SAL Activities Notification website three weeks prior to the camp: [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)
- Monthly payments will need to be made by the parents of all students attending camp. Parents who fall behind with payments will be advised in writing the outstanding monies owed and requested to meet the debt owing in a timely manner. Two missed payments will render the booking invalid.
- All payments must be finalised by the end of the calendar month before the camp
- No refunds will be made 3 months before the camp, as progress payments have been paid to the venue. Students who have booked a place to go must attend except for students leaving the school or medical emergencies
- The school must:
  - Ensure that the teacher in charge takes the medical information forms on the camp
  - Ensure these forms are available to other camp staff in emergency situations
  - Keep a copy of all forms at the school

## 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....

June 2021