



CAULFIELD PRIMARY SCHOOL EXCURSIONS AND CAMPS POLICY POLICY NO. 2.5

Rationale

Excursions, incursions and camps enhance school programs and offer opportunities for all students to enhance relationships between students within each year level and across different year levels, and between students and staff through further development of personal and interpersonal skills. In addition, excursions and camps provide opportunities for students to develop self-confidence and self-reliance, as well as building teamwork and the concept of community spirit.

Policy

Caulfield Primary School offers students in all year levels the opportunity to participate in a range of stimulating excursions and incursions to extend the curriculum and provide an opportunity for students to understand that they are part of the wider school and community. The school also offers students the opportunity to participate in a camp program which is a planned progression of experiences, commencing in Grade 1 through to Grade 6.

The camp program is:

YEAR 1: Dinner at school (after hours)

YEAR 2: Sleepover at school

YEARS 3 -6: 3 day / 2 night camp at a licensed and DET approved school camp

All students are expected to participate in the camps and excursions programs offered by the school.

Implementation

- Details of expected excursions/ incursions and camps, including costs are provided to parents prior to the commencement of the school term in which they will be undertaken. On occasion, additional excursions/incursions may arise during the term.
- Participation in excursions/ incursions and camps is self-funded and the cost of these programs to parents is taken into consideration when planning the program.
- DET consent forms and appropriate medical forms must be signed and returned to the school by due dates. No child may participate without these forms having been completed. Parents are required to return all notices by the due date.
- Students wear full school uniform on all out of school excursions, including hats from September to May in accordance with Sun Smart Policy. School uniform is not required to be worn at camp, however clothing suitable for outdoor activities including appropriate, closed toe footwear must be provided. School hats must be worn between September and May.
- Original permission notes are taken on an excursion by teachers. For overnight camps photocopies are retained in the school office.
- Students not participating are provided with work to be undertaken in another grade.
- Parent volunteers may be invited to participate in excursions, incursions and camps to support teaching staff. Attendance must be within the limits of the transport and 1:10 ratio

necessary for free entry to venues. Outside these requirements, parents attend via their own transport and pay appropriate entry costs.

- Parent volunteers on excursions and camps must have a current Working With Children Check and comply with the CPS Volunteers Policy.
- All parent helpers and staff must be provided with the mobile phone number of the teacher in charge. Relevant medical information must be provided to parent helpers as appropriate.
- On days of high fire danger a bushfire risk assessment will be carried out in accordance with DET guidelines before any camp or excursion can proceed.
- Staff will ensure that the CPS Child Safe Policy is adhered to at all times during incursions, excursions and camps.

Additional considerations for camps

- The camp co-ordinator ensures that the overall proposal, planning and costing of each camp adheres to current DET guidelines.
- For the safety and enjoyment of all participants, the highest standard of behaviour, as detailed in the Student Code of Conduct, is required from all students.
- For privacy and health & safety reasons, students are not permitted to have mobile phones, electronic games or aerosol cans at camps.
- The Student Code of Conduct and consultation with parents, forms the basis for exclusion of any student from camps.
- 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 years 3-6 camps are conducted.
- Access to DET's camp at Somers for years 5-6 students is on a first come, first served basis, however behavioural and other issues may be taken into consideration before final approval to attend is given. Somers camp is additional to the CPS school camp program.
- Students with specific medical needs are catered for on a case by case basis. This may involve a request for a parent or guardian to attend the camp with their child.
- Special dietary requirements are communicated to the school and 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.
- A camp file is maintained according to DET requirements.
- Students are encouraged to attend camps. Parents experiencing financial difficulty, who wish 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. If necessary, outside assistance or subsidies for children may be available to help those parents in genuine financial difficulties.
- Office staff are responsible for managing and monitoring the payments made by parents and provide classroom teachers with detailed records on a regular basis.
- Students whose payments are not finalised at least two school days before the departure date are not allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Money is not refunded unless a medical certificate is provided.

Date of approval: 2016	Date of review: 2019
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