

MONTPELLIER PRIMARY SCHOOL CAMP POLICY

PURPOSE

- The school's camping program provides opportunities for students to further their learning and enhance social skills development in a non-school setting. Camps may have an educational, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

GUIDELINES

- To develop skills and knowledge that may lead to involvement in worthwhile leisure pursuits.
- To encourage children to make decisions, act on them and reflect on the outcomes for the well-being of others and themselves.
- To provide a program that will enhance aspects of personal development such as: self-esteem, resourcefulness, independence, leadership, cooperation, tolerance, confidence, organisation, resilience and persistence.
- To develop a heightened appreciation and awareness of the environment.
- To develop responsible attitudes towards personal and group safety in the outdoors.
- To reinforce classroom learning.

IMPLEMENTATION

- The program may encompass outdoor education (school based), camping and outdoor experiences and excursions. E.g. Bike Education, Orienteering.
- Activities provided will be directly related to and relevant to each camp and outdoor experience according to the year level and within the curriculum framework.
- Organisation of camps and outdoor experiences will be the responsibility of the designated teacher and team but will involve parents, children and the wider community.
- Families will be given sufficient notice of up-coming camps to make payments for individual camps.
- Office staff are responsible for determining costing of camps.
- Parents will be invited to assist in the delivery of school camps. When deciding on which parents will attend, the camp's committee will take into account:
 - any valuable skills the parents have to offer. e.g. bus license, first aid etc.
 - 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 hold a Working With Children's Check.
- The decision to exclude a student for repetitive misconduct will be made by the Principal, in consultation with the classroom teacher and level coordinator. Parents will be notified if their child is in danger of losing their invitation to attend due to poor or associated behaviour at school.
- The School Council is responsible for the approval of overnight excursions, camps or adventure activities.
- An approval proforma and Risk Register must be completed by the teacher in charge of any camp and presented to School Council for approval.
- The school newsletter will provide parents with approximate dates and costs associated with the following year's camps as soon as these are known. Parents will be notified of the final costs and other relevant details of individual camps as soon as practical.
- 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.
- Camp coordinators must include costing for extra staff in their camp's budget.
- Parents will be requested to collect their child from camp if their child exhibits behavior that is considered unacceptable or they become ill. The teacher in charge will make this decision. Cost incurred will be the responsibility of the parent.

- Relevant details about approved excursions should be provided to the Department's Emergency and Security Management Branch at least 3 weeks prior, using the online notification form available at: <https://partner.eduweb.vic.gov.au/sites/sal#/> which can be entered by either Office staff or teaching staff.

RESOURCES

- The primary references that must be consulted when considering all camping activities (including adventure activities) is the Safety Guidelines for Education Outdoor website: <https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorguidelines.aspx> as well as the Victorian government '*School Policy and Advisory Guide*' at <https://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx?Redirect=1>
- To be read in conjunction with the "Excursions" policy.

EVALUATION

- This policy will be reviewed as part of the school's three year review cycle.
- It will be reviewed through school community feedback and observations. Details of camps and outdoor experiences should be documented for future reference.

Ratified by School Council 2018