



CAMPS

1.0 PURPOSE

The College's camping program enables students to further their learning and social skills development in a non-school setting. Camps will have a curriculum focus which may have a cultural, environmental or outdoor emphasis. Camps are considered to be an important aspect of the educational programs offered at our school. A camp is defined as any activity involving at least one night's accommodation away from home.

The Camps programs aim to:

- 1.1 provide all children with the opportunity to participate in a broad and varied camping program,
- 1.2 provide shared class experiences and a sense of group cohesiveness
- 1.3 reinforce and extend classroom learning,
- 1.4 provide experiences that deliver skills and knowledge that may lead to a lifelong involvement in worthwhile pursuits,
- 1.5 provide an appropriate program that promotes self esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

2.0 GUIDELINES

- 2.1. All camps should have College Council approval and comply with the Department of Education and Training Schools Reference Guidelines (Section 4).
- 2.2. The College Council should ensure that parents/guardians are informed about the costs and other relevant details relating to the camp.
- 2.3 Efforts should be made to assist all families to have sufficient time to make payments for camps.
- 2.4 Any family who has not met the payment for compulsory materials and requisites costs will be unable to participate in the camping program until payment is finalised by the scheduled date or a payment plan implemented for materials and requisite costs.
- 2.5 Camps should be self funding including the cost of Casual Relief Teachers (CRT's).
- 2.6 All College staff should be given the opportunity to participate in the camps program. However, if required, priority will be given to staff with the prerequisite skills.
- 2.7 Non DE&T personnel should be permitted to attend a camp provided the procedures set down by DE&T guidelines are followed.

3.0 IMPLEMENTATION

- 3.1 A proposal for a camp will be made in writing to the College Council by October of the year preceding the camp.
A proposal for a camp will include:
 - a. The educational aims and objectives of the camp,
 - b. The names of all adults attending and their expertise and experience,
 - c. The name of the Teacher in Charge of the camp,
 - d. Travel arrangements and costs,
 - e. Details of cancellation procedures and fees,
 - f. Venue details and an itinerary of events,
 - g. Behaviour contract, clothing and equipment list,
 - h. Procedures that must be followed to ensure the safety of all participants,
 - i. Details on the number of students attending the camp,
 - j. An alternative program for students not attending camp (where applicable).
- 3.2 The November editions of the College newsletter 'Newshammer' will provide parents/guardians with information relating to the camps program for the following year.
- 3.3 Once approval has been given by the College Council the Teacher in Charge will collect the following documentation from the Assistant Principal:
 - i. Planning document
 - ii. Camp approval form
 - iii. Asthma form
 - iv. Medical form
 - v. 'Notification of Activity' form.
- 3.4 The planning document and notification of activity will be returned to the Assistant Principal at least ten (10) school weeks prior to the commencement of the camp.
- 3.5 The Teacher in Charge will distribute documentation as listed in (1) to students at least eight (8) school weeks prior to the commencement of the camp.

- 3.6 The Assistant Principal will send the 'Notification of Activity' document to Emergency Management at least three (3) school weeks prior to the commencement of the camp.
- 3.7 The Teacher in Charge must notify the office in writing of the payment schedule for students attending the camp prior to the commencement of the initial payment.
- 3.8 Payments will be made according to the payment schedule or an individually negotiated payment schedule, with the final payment being made twenty (20) school days prior to the commencement of the camp.
- 3.9 Office staff will provide the 'Teacher in Charge' with detailed receipt records on a regular basis.
- 3.10 Refunds to families as a result of the cancellation of a camp can only be made after obligations to external providers have been fulfilled.
- 3.11 Families will be advised to take out their own cancellation insurance.
- 3.12 A decision as to whether the camp proceeds will be made twenty (20) school days prior to the commencement of the camp in conjunction with the Teacher in Charge and the Assistant Principal (camps).
- 3.13 For camps that proceed the Teacher in Charge will:
 - a. Collect all appropriate documentation of student details, photocopy and provide a copy to the Assistant Principal (camps);
 - b. Provide a list of students attending the camp to the Assistant Principal and the Office staff, and place a list on the noticeboard in the main staffroom at least ten (10) school days prior to the commencement of the camp;
 - c. Inform staff and students of the camp via the staff and student newsletters;
 - d. Hold meetings with parents as needed and with students to outline the program and expectations;
 - e. Organise to collect a mobile phone from the Business Manager;
 - f. Organise cheques for payment with the office;
 - g. Organise a first aid kit to be taken from the First Aid person;
 - h. Hold a briefing session for staff attending the camp.

3.14 During the Camp

- a. Students must follow existing College policies.
- b. A student in breach of College policies will be given the appropriate consequences and may be sent home at parent expense after consultation with the Principal or an Assistant Principal.
- c. In the event of an emergency the Teacher in Charge will follow the College emergency management procedures.
- d. All medication except for Asthma medication will be held by a designated teacher and administered by the said teacher.

3.15 Upon Returning from Camp

- a. Permission and Medical forms will be returned to the main office for filing.
- b. Mobile phones and first aid kits will be returned.
- c. A camp report will be completed by the teacher in charge and given to the Assistant Principal (camps) detailing any staff or student accidents and /or misdemeanours.
- d. It is desirable that staff and students complete an evaluation and send appropriate thank you letters.
- e. The teacher in charge will be responsible for preparing an article for the College newsletter 'Newshamper'.

4.0 EVALUATION

- 4.1 The Camps policy will undergo cyclic minor or and major evaluation.
- 4.2 Both minor and major evaluation will follow the evaluation procedures outlined in the College Evaluation Policy.