



# St. Anne's

## Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

### **POLICY: CAMP**

#### **RATIONALE:**

The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have an educational, environmental and/or outdoor emphasis. They are an important aspect of the enrichment programs offered at St. Anne's to Years Five and Six students.

#### **AIMS:**

- To provide educational experiences which enhance and enrich classroom teaching
- To provide a program that promotes self-esteem, knowledge, independence, leadership and cooperation
- To develop skills and confidence in various activities and settings
- To choose a campsite and program which is inclusive of all students in the group
- To provide shared class experiences and a sense of group cohesiveness

#### **DEFINITION**

- A camp is defined as:  
*"any activity involving at least one nights' accommodation"*

#### **IMPLEMENTATION:**

- The Year 5/6 Level Leader will be responsible for the organisation and leadership of the camp. The Year 5/6 Level Leader will ensure that all school camps are maintained at a reasonable and affordable cost.
- The Principal will ensure that prior to camp all relevant details are entered on the Student Activity Locator (SAL) which can be accessed through the Catholic Education of Victoria Network (CEVN) website;  
<http://cevn.cecv.catholic.edu.au/>

- The Year 5/6 Level Leader will ensure all camp activities and bus arrangements are consistent with the recommendations outlined in the School Advisory and Policy Guidelines;

<http://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx>

- An Information Evening will be held to provide parents/legal guardians with information including dates and costs associated with the camp.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Whilst cost is an important factor in choosing a site, the site location should be balanced against the aims and quality of the camp.
- Students will not be excluded from camps for financial reasons. Families experiencing financial difficulty, who wish for their children to attend camp, will be encouraged to discuss their individual situation with the Principal. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.
- All families will be given sufficient time to make payment for camps. Parents/legal guardians will be expected to finalise payment a fortnight before the camp departure date (unless alternative payment arrangements are made with the Principal).
- St Anne's Office/Administration staff will be responsible for managing and monitoring payments for camps.
- Any costs associated with the cost of replacing teachers (CRT's) who are involved in camps will be included in the cost of the camp.
- All students will be required to provide written permission from their parents/legal guardians to attend camp, as well as a completed "Confidential Medical Information for School Approved Excursions" form. Parents or guardians who have indicated on school medical forms that their child suffers from asthma, will also be required to complete an 'Asthma Camp Form'.
- Parents/guardians are not permitted to attend camps.
- Classroom teachers will attend camps wherever possible.
- Camps will include a teacher to student ratio of at least 1:10 and teacher to student ratios for all activities will be consistent with those outlined in the School Policy and Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>

- Other teachers, staff or post secondary school students can attend camp to assist with supervision at the Principal's discretion.
- The school will provide two Level 2 First Aid Teachers on each camp and a comprehensive First Aid kit.
- The school will provide a mobile phone for all camps.
- Wherever possible the Principal / Deputy Principal will be in attendance at school whilst the children are at camp. The teacher in charge will communicate with the Deputy Principal in regards to the anticipated return time.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents/guardians 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 camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and year level leader and will be consistent with the school Pastoral Care policies.

- Parents/guardians will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The teacher in charge or year level leader, in consultation with the Principal, will make this decision to exclude the child from camp. Costs incurred will be the responsibility of the parents/guardians.
- Parents/guardians will be requested to collect their child from camp if their child becomes unwell or is injured. The teacher in charge or level leader, in consultation with the Principal, will make this decision whether the child should leave the camp due to ill health or injury. Costs incurred will be the responsibility of the parents/guardians.
- One teacher will travel to camp by car which will be available to be used in the case of a child or teacher requiring transportation where emergency support is not required.
- Any medication required by the student will only be administered when accompanied by a completed 'Medication Form'. Excluding asthma inhalers, all medication clearly labelled and packaged, must be handed to the teacher in charge of first aid prior to departure for the camp. Medication will be stored in a first aid case.
- Petty cash will be provided to the teacher in charge for any necessary purchases during camp.
- While children and staff are on camp they will follow the camp policy of evacuation. A camp will be cancelled if advised by the appropriate authorities that it is unsafe to visit the camp site.
- Where possible, a teacher aide will accompany a child who requires any physical assistance.

#### **EVALUATION:**

Evaluation of the Camp Policy will take place every three years or when necessary.

This policy was reviewed in 2015

The next review will be in 2019