



# Moe (South Street) Primary School 4662

*'Be Safe, Be a Learner, Be Respectful'*

## Camps and Excursions Policy

### PURPOSE

To explain to our school community the processes and procedures South Street Primary School will use when planning and conducting camps, excursions and adventure activities for students.

### SCOPE

This policy applies to all camps and excursions organised by South Street Primary School. This policy also applies to adventure activities organised by South Street Primary School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. South Street Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

### DEFINITIONS

#### Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- Are taken out of the school grounds (for example, a camp, day excursion, school sports);
- Undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school 'sleep-overs' on school grounds
- **Camps** are excursions involving at least one night's accommodation (including school sleep-overs).

**Local excursions** are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

**Incursions** are activities that involve visiting performances or services for students for a fee.

**Adventure activities** are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's website under Adventure Activities, at the following link: <https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

### POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. The school's camping and excursion program enables students to further their learning and social skills development in a non-school setting. Camps and excursions complement and are an important aspect of the educational programs offered at South Street Primary School.

#### Excursions:

- To reinforce, complement and extend learning opportunities beyond the classroom.

- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

#### Camping:

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

A Camping Program will be developed sequentially throughout the school. The program will depend on the availability of staff and parents.

Grade 2 – Sleep Over

Grade 3-4 – 3-day camp

Grade 5-6 – 4-5-day Camp

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

#### **Planning process for camps and excursions**

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. South Street Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

A designated Teacher in Charge will co-ordinate the camp and excursion. They will follow the planning process as outlined in the **Excursion Activity/ Incursion Flow Chart and the Camp Flow Chart**. (See Appendix for Flow Charts)

The Teacher in Charge will complete **the Excursion/Camps Planning Documents** (See appendix)

South Street Primary School is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

#### **Attendance**

Students must have 80% attendance at school to attend excursion and camps. This excludes long term illness and family holidays.

If less than 80% attendance parents will be contacted to provide valid reason for extended absences and it will be at the school's discretion if the child will be permitted to attend the camp or excursion.

## **Supervision**

South Street Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

While school excursions are a team activity requiring cooperation and common sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Copies of completed Permission Forms and signed Confidential Medical Information forms must be carried by excursion/camp staff at all times, and copies remain at school.

A senior staff member will be in attendance at school whilst the children are returning from any out-of-school hours excursion/camp. The Teacher in Charge will communicate with this person as regards the anticipated return time.

## **Parent volunteers**

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) the preference to include both male and female parents and the special needs of particular students.

Parent volunteers may be required to pay for accommodation and meal costs of the camp if their inclusion in the camp is above the needed ratio for the camp.

## **Volunteer and external provider checks**

South Street Primary School requires all parent/carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card. For more information about when a WWCC is required, see South Street's Working with Children's Check Policy

## **Parent/carer consent**

For all camps and excursions, other than local excursions, South Street Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. South Street Primary School uses Sentral to inform parents about camps and excursions and to seek their consent by informing parents about school camps and excursions by placing a note in student bags and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, South Street Primary School will provide parents and carers with a Local Excursions consent form upon enrolment. South Street Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Sentral and a note home in the student's bag. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), South Street Primary School will notify parents once only prior to the commencement of the recurring event.

## **Cost of camps and excursions, refunds and support**

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make

payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates. Notices will be sent out four weeks prior to the excursion date and six months prior to a camp to allow plenty of time for parents/carers to make payments.

South Street Primary School students who have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.

South Street Primary School will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Principal/Business Manager. The Principal/Business Manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment. Payments made through the CSEF funding will be credited towards future excursions/camps.

### **Student health**

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our **Medication policy** and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions. The staff members contact number will be left at the office. In case of a family emergency Parents will contact the school office first.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

### **Behaviour expectations Code of conduct Excursion /Camp Agreement letter**

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers and students will complete the excursion/camp behaviour agreement (See Appendix), which will be sent out with the permission forms for each excursion and camp.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy and Camp/Excursion Agreement*. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or Assistant Principal may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy*, **Student Code of Conduct** and **Bullying Prevention Policy**.

## **Electronic Devices**

Students will be permitted to bring electronic devices such as iPads, iPods, mobile phones (all sim cards must be removed from the devices), but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a camp or excursion and the school will not be responsible for lost or damaged devices.

## **Food**

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

## **Accident and Ambulance Cover**

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, South Street Primary School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

## **FURTHER INFORMATION AND RESOURCES**

This policy should be read in conjunction with the following Department policies and guidelines:

- School Policy and Advisory Guide:
  - [Excursions and Activities](#)
  - [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund](#).
- [Code Red Days](#)

The following school policies are also relevant to this Camps and Excursions Policy  
Student Wellbeing and Engagement Policy

- Volunteer Policy
- Duty of Care Policy
- Parent Payment Policy
- Bullying Prevention Policy

## **REVIEW CYCLE**

This policy was ratified by School Council on 15<sup>th</sup> June 2021

# EXCURSION/ACTIVITY/INCURSION

## GATHER ALL RELEVANT INFORMATION

Organising teacher/teacher-in-charge. Excursion name, date and time of excursion (check on calendar in staff room to make sure it doesn't clash with another activity) Educational purpose. Grades attending. Education support staff attending. Are parents attending? Arrangements for any students not attending. Transport arrangements. Proforma located on the server to assist in planning. Cost to student. Notify specialists, visiting teachers and other outside staff, parent helpers, music teachers as appropriate. Place the excursion/activity/incursion online at Student Activity Locator <https://partner.eduweb.vic.gov.au/sites/sal>  
If applicable, please provide an itinerary and contact phone number while on activity.

Provide excursion information to Operations Team and office 6 weeks prior to excursion/activity.

Approved by Operations Team

Does this excursion/activity involve adventure activities?

YES

N

Seek permission from School Council

Send permission notes home 4 weeks prior to allow time for payment

Send permission notes home 4 weeks prior to allow time for payment

Collate forms/payments 1 week prior.  
Chase up late forms/payments

Collate forms/payments 1 week prior.  
Chase up late forms/payments

Send permission forms and roll of attendance to the office for reconciling and archiving

Send permission forms and roll of attendance to the office for reconciling and archiving

# CAMP FLOWCHART

## GATHER ALL RELEVANT INFORMATION

Organising teacher/teacher-in-charge. Camp name, date and time of camp (check on calendar in staff room to make sure it doesn't clash with another activity) Educational purpose. Grades attending. Education support staff attending. Are parents attending? Arrangements for any students not attending. Transport arrangements. Proforma located on the server to assist in planning. Cost to student. Notify specialists, visiting teachers and other outside staff, parent helpers, music teachers as appropriate. Place the camp information online at Student Activity Locator <https://partner.eduweb.vic.gov.au/sites/sal> If applicable, please provide an itinerary and contact phone number while on activity.

Provide camp information to Operations Team and office 8 months prior to camp.

Approved by Operations Team

Seek permission from School Council

Send permission notes home 6 months prior to allow time for payment. Payment plan arrangements.

Collate forms/payments 2 week prior.  
Chase up late forms/payments

Send permission forms and roll of attendance to the office for reconciling and archiving.



**Activity / Incursion / Excursion Cost Calculation and Reconciliation Sheet**

This form is to be completed prior to the organization of the activity/incursion/excursion, by the organizing teacher and returned to the Business Manager. Section in green to be completed after the activity/incursion/excursion.

*Please provide details for any activities requiring School Council approval.*

Please note: Curriculum based excursions, etc. must not include the cost of G.S.T. except when related to providing food.

Name of Activity / Incursion / Excursion: \_\_\_\_\_

Name of Organizing Teacher: \_\_\_\_\_

**Costs:**

+ Transport:	\$ _____	(excluding G.S.T.)
+ Entry Fee:	\$ _____	(excluding G.S.T.)
+ Hire of Equipment:	\$ _____	(excluding G.S.T.)
+ C.R.T.'s:	\$ _____	(excluding G.S.T.)
+ Photographs:	\$ _____	(excluding G.S.T.)

**Food must include G.S.T.**

+ Food:	\$ _____	(including G.S.T.)
+ Other Expenses:	\$ _____	(inc. / exc. G.S.T.)
Eg. Parent Fuel	\$ _____	(inc. / exc. G.S.T.)
	\$ _____	(inc. / exc. G.S.T.)

- TOTAL: \$ \_\_\_\_\_ (A)

Number of Students (allow 90% attendance): \_\_\_\_\_ (B)

Cost per Student: \$ \_\_\_\_\_ (A ÷ B = C)

FINAL AMOUNT CHARGED TO STUDENT: \$ \_\_\_\_\_ (C)

FINAL AMOUNT COLLECTED FROM STUDENTS \$ \_\_\_\_\_

PROFIT/LOSS \$ \_\_\_\_\_ (Provided to School Council for reconciling)

**PLEASE NOTE:** An order form must be completed for all components of the activity that require a payment to a supplier/creditor. No payment can be made until a tax invoice is received from the supplier/creditor.

## Activity / Incursion / Excursion Information Sheet

A copy to be handed to Principal and Business Manager prior to departure.

1.	Excursion name, etc.:		
2.	Day and date of excursion, etc.:		
3.	Organizing teacher:		
4.	Educational purpose of the program: What do you hope the students will learn from the experience?		
5.	Where applicable please attach a program outline including: Detailed itinerary, supervision strategies and alternative program in the event of changed circumstances.		
4.	Teacher in charge:		
5.	Grade(s) involved:		
6.	a) Teachers going: <small>Ratio is 1:20 day excursions</small>		
	b) Aide(s) going:		
	c) Parents going:		
	d) Teachers not going:		
7.	Number of children going:	Not going:	
8.	Arrangements made for children not going:		
9.	Notify office of Aides going and organise duty roster changes.		
10.	Notify other aides of changes to roster.		
11.	Names of teachers going who are on yard duty:		
		Yard Duty Swap with:	Yard Duty Swap with:
	1.		4.
	2.		5.
	3.		6.
12.	Departure time:	Return time:	
13.	Telephone number of destination:		
	Name & contact number of a 24 hours school emergency contact: This is for parents who need to contact students during the program.		
	Physical address of venue/destination:		
14.	Mobile telephone numbers:		
15.	Number of buses (if required):		
16.	Name of bus company:		

17.	Telephone number of bus company:
	Travel arrangements during the program:
18.	Travel booking confirmed: YES / NO
	Distance, type and contact details for the closest expert medical care:
19.	Special requirements for notices. EG. Bring along a snack, lunch, drink in clearly named bag. School uniform must be worn.
20.	<p>Ensure a notice goes home alerting parents that a staff member or parent will be taking photos or videoing the event. Wording:</p> <p>Please complete and return this form if you <b><u>DO NOT WISH</u></b> your child to be videoed or photographed during the _____ (name of event) on _____ (date of event).</p> <p>I, _____ (parent/guardian) do not consent to my child, _____ being photographed and named to help promote our school on this occasion.</p> <p>Parent/Guardian/Carer's signature: _____ Date: _____</p>
<p>Signatures:</p> <p>Organizer: ..... Co-ordinator: .....</p>	



# **Moe (South Street) Primary School 4662**

P. O. Box 612  
MOE, 3825

Telephone: (03) 51271512/ 51277265

Fax: (03) 51 261149

Email: [moe.ps.south@edumail.vic.gov.au](mailto:moe.ps.south@edumail.vic.gov.au)



*'Be Safe Be a Learner Be Respectful'*

## **CAMP / EXCURSION TITLE HERE**

Dear Parents / Carer,

As you are all aware staff & students at Moe (South Street) Primary School follow the school PB4L expectations of Be SAFE, Be a LEARNER & Be RESPECTFUL. Children need to follow the PB4L Matrix with all members of staff (classroom teachers, specialists, ES staff, yard duty teachers and CRT's), family and the school community.

With this in mind your child will have the opportunity to attend school camps and excursions throughout the year. It is extremely important that students follow these behaviour expectations outside of school.

These are:

### **Behaviour Expectations**

1. We follow instructions of adults that are working and involved with the camp or excursion.
2. I stay in agreed upon areas at all times
3. I use my manners and respectful language at all times
4. I keep my hands, feet and objects to myself
5. I respect the belongings of myself and others and use equipment the way it is intended

Our aim is to make camps / excursions as fun and safe as possible and to do this we would love for you to read through the behaviour expectations with your child and discuss what this looks like for them.

Could you please sign and date the Code of Conduct (on the following page) as confirmation that you understand and have read these expectations and return it to the classroom teacher no later than.....

Please keep this letter and return the Code of Conduct form.

If you have any further questions regarding this please see your child's classroom teacher.

Thanks for taking the time to read this note

Kind Regards,  
The PB4L Team



## INSERT CAMP / EXCURSION TITLE HERE

Student's Name:.....

Student's Grade.....

### Behaviour Expectations

- I follow instructions by of adults that are working and involved with the camp or excursion.
- I stay in agreed upon areas at all times
- I use my manners and respectful language at all times
- I keep my hands, feet and objects to myself
- I respect the belongings of myself and others and use equipment the way it is intended

#### STUDENT AGREEMENT

#### *To be signed by child prior to the excursion or camp*

I have read and understand the expectations of behaviour. I understand that this behaviour is expected of me and agree to follow this for the safety and wellbeing of myself and others.

I understand that if I do not behave appropriately, the excursion / camp leader can decide that I take no further part in the excursion / camp and contacts my parents / carers to collect me.

Signed..... Date.....

#### PARENT AGREEMENT

#### *To be signed by parent/carer prior to the excursion or camp*

I have read and discussed the behaviour expectations with my child.

I accept the responsibility for collecting my child from camp, should the excursion / camp leader decide that his/her behaviour is not appropriate or unsafe and that she/he take no further part in the program.

I understand if my child is unable to go to camp due to their behaviour my deposit is non-refundable.

Signed..... Date.....