



Portland South Primary School

CAMPS & EXCURSIONS Policy

Rationale:

- The school's camps and excursions 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 our school.

Aims:

- 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.
- To develop social skills when students are taken out of the school and/or home setting.

Implementation:

- A camp is defined as an overnight activity and an excursion is defined as any activity for up to one whole day beyond the school grounds.
- School Council must approve all camps. In doing so, School Council will ensure that all camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- All camps and excursions must be approved and planned in consultation with the principal.
- All camps and excursions which take the students outside the Portland town boundary must be notified online at Excursions: Student Activity Locator | education.vic.gov.au and staff are required to conduct the necessary risk management assessments (guidance at Excursions: Risk management planning | education.vic.gov.au)
- The camping program at Portland South PS commences in Year 2 with a one-night sleepover. The duration, timing and destination of camps for students in Years 3 to 6 are finalised from year to year as they tend to depend on class structures, curriculum, etc.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp or excursion, 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.
- All families will be given sufficient time to make payments for camps or excursions. Parents will be sent notices before the activity date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 24 hours before the departure date will not be allowed to

attend unless alternative payment arrangements had been previously organised with the principal.

- The School Council may subsidise some camps and excursions depending on the availability of funds from fundraising or other grants.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each camp/excursion.
- Prior to any child attending a camp, parents/guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information for School Council Approved Excursions" form, and must have paid the costs involved.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a first-aid kit for all camps/excursions.
- Copies of signed "Confidential Medical Information for School Council Approved Excursions" forms and/or completed permission forms must be carried by staff at all times and then sent to the office for archiving upon return to school.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- Parents selected to assist with a camp or excursion may be required to pay costs associated with the activity. They must undergo a Working With Children Check prior to attending.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school camps and excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last tabled at School Council in 2021