

# Sandy Creek Primary School



**SANDY CREEK**  
**Primary School**

RESPONSIBILITY RESPECT EXCELLENCE

## Camps and Excursions Policy

**Current as of: March 2014**  
**To be Reviewed: March 2018**

### Core Beliefs

Camps and excursions are a valuable part of a student's educational programme. They can enhance and enrich student learning by providing students access to resources outside the classroom environment.

Camps and excursions will be planned to support a curriculum area and will serve an educational purpose. Teachers build into their class-teaching program a lead-up to camps/excursions and a follow-up afterwards. This may involve all areas of the curriculum and may cover a term or part thereof. With this in mind, camps and excursions will generally be organised on a "class" rather than a "year-level" basis. (Exceptions to this may occur where there are stringent guidelines associated with age limit criteria such as swimming and aquatics)

It is not an expectation that every teacher will be able to take his/her class on a school camp every year. This will depend on a teacher's personal situation and circumstance. Teachers may negotiate with other staff members about their participation in class camps.

**The school aims to provide camp and excursion opportunities for all students so that they may:**

- learn in and out of class/school situations
- live and work in groups, outside of home and school environment, over extended periods of time
- further develop social skills such as co-operation, tolerance, communication, individual and group interaction
- further develop their problem solving and life survival skills
- interact with adults and other students on a closer personal level than is normally achieved in the classroom situation
- extend their understanding of their physical and cultural environment
- be involved in the decision making, planning, preparation and presentation processes associated with these opportunities.

### Responsibilities

**The Principal:**

- supervise the organisation of a camp or excursion
- ensure that financial costs allow for all students to participate
- ensure that the programme is balanced and suitable for the age group
- ensure suitable arrangements are made for the safety of students and adults involved in the camp/excursion
- ensure that Education Department guidelines are met
- ensure the programme conforms to school policies including social inclusion
- ensure that all staff have training and development and access to information so that effective programmes can be developed
- ensure that staff are familiar with the excursion site or camp so that maximum use can be made of the programme
- ensure that camps and excursions are held in line with this policy
- ensure that the chosen campsite meets acceptable safety standards
- provide opportunities for time payment if requested by parents.

**Teachers:**

- provide opportunities for a wide range of educationally valuable outdoor experiences through camps or excursions
- ensure that a camp or excursion does not discriminate against students because of cost
- ensure that the program is forwarded to the Principal for approval and an ED169 is completed prior to the camp or excursion.

	<ul style="list-style-type: none"> <li>• draft an annual programme in consultation with all staff so that there is coherence between years and so other school activities can be adjusted</li> <li>• notify parents of the intent, purpose, venue, date and requirements of all excursions or camps to be held as soon as is practicable with as much advance warning as possible.</li> <li>• Ensure that all camp/excursion fees are received no less than 10 days prior to the event.</li> <li>• ensure Education Department regulations and guidelines are followed</li> <li>• ensure that when using private cars each child wears an approved seatbelt and the vehicle has Third Party insurance cover</li> <li>• ensure that all medical information and medication is collected and available</li> <li>• ensure first aid knowledge and provisions are available</li> <li>• complete an evaluation of the camp/excursion</li> <li>• ensure that the chosen campsite meets acceptable safety standards</li> <li>• provide an alternative program for students not attending camps/excursions</li> </ul> <p><b><u>Students:</u></b></p> <ul style="list-style-type: none"> <li>• consistently demonstrate school values leading up to camp/excursion in order to ensure participation (eg meet the goals of a specific behaviour contract)</li> <li>• participate in class planning for the camp/excursion</li> <li>• follow the direction of teachers and all adults</li> <li>• observe school and class rules</li> <li>• act responsibly with other students</li> <li>• act responsibly to care for other’s property and rights</li> <li>• be responsible for one’s own belongings</li> <li>• provide feedback on the camp/excursion</li> </ul> <p><b><u>Parents:</u></b></p> <ul style="list-style-type: none"> <li>• support the school’s programmes by encouraging their child’s participation in camps/excursions</li> <li>• notify the school if cost of camp/excursion prohibits participation of their child</li> <li>• assist on camps/excursions if able</li> <li>• provide feedback on the camp/excursion</li> <li>• provide full medical information and any required medication</li> </ul>
<p style="text-align: center;"><b>Frequency</b></p>	<p><b><u>Excursions:</u></b> The number of excursions in any one year will vary amongst classes and will depend upon the classroom teacher’s evaluation of the needs of the students bearing in mind the principles underlying this policy. It is desirable that all students have an opportunity to participate in one excursion during a school year.</p> <p><b><u>Camps:</u></b> It is desirable that all students have an opportunity to participate in three camps from Reception to Year 7. Notwithstanding this, it may be, in the opinion of the Principal and classroom teacher/s of Junior Primary classes, desirable for these children to participate in a School sleepover in preference to going on a camp.</p> <p>In years that Camps are not held, opportunities for other Outdoor Education activities (e.g. sleepovers, bushwalks) may be organised.</p> <p><b><u>Cultural Exchange Program:</u></b> Currently we offer a Japanese Cultural Exchange Program every two years (even years) to the students in years 5, 6 &amp; 7. They travel to a small village in Japan (Minami Aiki) for 9 days in the September/October school holidays. Airfares are funded by the families and children have a homestay experience while in Minami Aiki. While the exchange is open to all students in the upper years, their inclusion is dependent upon their ability to consistently demonstrate school values in the lead up to the event.</p> <p>Each year students from Minami Aiki travel to Sandy Creek Primary in July. They stay with local families and experience a range of cultural and educational activities. The Exchange program relies on the support of the school community of the many activities that are undertaken during their stay. Both of these events are unique to Sandy Creek Primary and are a high priority on the school calendar.</p>