THE LAKES SOUTH MORANG P-9 SCHOOL
CAMPS POLICY

Rationale:
- The school’s camping program enables students to further their learning and social skills development in a non-school setting. Camps are designed to complement the curriculum being taught through Inquiry Units at school.

Aims:
- To reinforce, enrich and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable, authentic and powerful learning takes place in the real world.
- To place students out of their comfort zones and to tackle challenges designed to enhance their self-belief, self-worth and relationships.

Implementation:
- It is the responsibility of the year level Student Manager to use the documentation and pro forma documents located in the Camps folder on T:drive. All documentation must be on school letterhead and authorized by the Principal.
- Camp documentation: Staff have access to a very detailed process and set of documentation that must be adhered to. This can all be found on the T Drive.
- Camps are to be advertised well in advance (preferably in the semester planner). Camps are to be spread as evenly throughout the year as possible to help families budget.
- Prior to any child attending a camp parents/guardians must have provided to the school a signed payment & permission x 2 (Office copy & Copy to be taken on excursion), including “Consent Statement” and “Medical Forms”, and must have paid the costs involved.
- Receipts will be issued to all families making camp payments.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide teachers responsible for the excursion with detailed records on a regular basis.
- Parents experiencing financial difficulty, who wish for their children to attend a camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal or Finance Manager on a case-by-case basis.
- All families will be given sufficient time to make payments for camps. Students whose payments have not been finalised by the stated date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal, or Finance Manager.
- The Finance Manager will be responsible for recording and monitoring the payments made by parents.
- For camps the “Notification of School Activity” form will be completed by the School Camp Coordinator and forwarded to the DEECD. The designated Teacher in Charge of each camp will ensure that they follow the processes as detailed in the Camps folder on the t-drive and all supporting documentation can be found there. This process will be overseen by the School Camp Coordinator and all documents passed by this staff member. All arrangements will comply with DEECD guidelines including logging risk assessments.
- The staff member arranging the camp will ensure that all buses that have been booked will be fitted with seatbelts. Students will not be allowed to travel on a bus without adequate safety provision.
The teacher in charge will ensure that there are mobile phones and first-aid backpacks for all camps. If personal mobile/s is/are used, the office is to be notified of phone numbers. If no personal mobile phone is available, book the use of a school mobile.

A list of students, teachers and helpers attending the camp, signed payment envelopes or permission forms, including “Consent Statement”, must be left at the Office for the duration of the camp. A list of students, teachers and helpers attending the camp must be carried by camp staff at all times.

Relevant teachers will be given the first option to attend camps.

A senior staff member will be in attendance at school whilst the children are returning from any camp. The Teacher in Charge will communicate with this person with regard the anticipated return time.

All camps require School Council approval. This approval is sought at a scheduled meeting. Information presented to the School Council will include: -

1. The educational aims and objectives of the camp.
2. The names of all adults attending and their expertise and experience.
3. Travel arrangements and costs.
4. Venue details and an itinerary of events.
5. Procedures followed to ensure the safety of the children.

All of this information is to be tabled at an Education Sub Committee Meeting for pre approval prior to going to School Council. Once tabled at school council there must be a minimum of six weeks before camp may occur.

**STAFFING FOR CAMPING PROGRAM**

- DEECD Reference Guide Sections 4.4.2.8 states:
  - Day excursions but not adventure activities 1:20
  - Adventure camps / excursions - one adult to ten students (legal requirement) at no charge to the adults.
  - Overnight – base camps or under canvas 1:10
  - Tours, including interstate 1:15

- All adults to have “Working with Children Check” completed.
- Minimum of 50% of the adults to be qualified teachers to fulfil ratio, however extra volunteers can be taken.
- Aim for gender balance.
- As part of pre-service training, priority given to one trainee teacher to attend.
- If a parent has decided that their child (who has a serious medical problem) can only go on the camp so long as the parent attends, then the parent is deemed as being out of the adult ratio and would be required to pay their own way. The school will negotiate to get transport and accommodation at a reduced rate. Parents attending the camp will only be approved at the Principal’s discretion.

**Evaluation:**

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

  This policy was endorsed at School Council 17/06/2014
School Camp Flow Chart

1 year in advance

Student Manager to refer to camp schedule

6 months in advance

Student Manager to begin arrangements
- Check school calendar to ensure availability.
- Liaise with camp operators; confirm temporary booking, tariffs, goals and objectives, available activities and type of accommodation.
- Contact Bus lines for quotes and book
- Find Correct staff/student ratios

15 weeks in advance

Student Managers to liaise with Finance regarding costs and payment plans

15 weeks in advance

Student Manager to fill out and forward camp proposal template to Camps Coordinator

Camp coordinator approves camp proposal

14 weeks in advance

Camp Coordinator presents proposal to CurricExec / Ed Sub including educational purpose

12 weeks in advance

Documentation given to AIC / Events representatives and presented at relevant meeting

10 weeks in advance

Send all camp information and medical forms home with final payment details

6 weeks in advance

Emergency Management to be informed 6 weeks prior to

3 weeks in advance

Collate medical details and dietary information

2 weeks in advance

Contact camp regarding final numbers and dietaries

Camp Coordinator to suggest changes or additional information

Student Manager to make changes and resubmit to Camp Coordinator

Camp Coordinator to pass on Education suggestions and requests to Student Manager to amend

AIC staffing suggestions presented to Student Manager for amendments
<table>
<thead>
<tr>
<th>YEAR</th>
<th>DATES</th>
<th>CAMP - Location</th>
<th>Cost</th>
<th>Educational Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>31st July</td>
<td>100 Days breakfast</td>
<td>Included in school charges</td>
<td>Students to celebrate their 100 days of school with a morning breakfast.</td>
</tr>
<tr>
<td>Year 1</td>
<td>TBA</td>
<td>Year 1 Dinner</td>
<td>$5</td>
<td>This dinner gives students the opportunity to spend time at school after hours and enjoy a meal with their friends in a familiar and safe space.</td>
</tr>
<tr>
<td>Year 2</td>
<td>Term 3</td>
<td>Overnight sleepover at school</td>
<td>$5 approx</td>
<td>This night will give the students the opportunity to spend the night away from home in familiar surroundings.</td>
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<tr>
<td>Year 3</td>
<td>Term 3 Wednesday 31st August – Friday 2nd September</td>
<td>3 Day 2 night – Gundiwindi Lodge (Wandin)</td>
<td>$260 approx</td>
<td>Activity based camp, primarily focused on staying away from home and independence. Curriculum links with Humanities by exploring different environmental features.</td>
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<tr>
<td>Year 4</td>
<td>Term 4 – Wednesday 12th October – Friday 14th October</td>
<td>3 Days 2 nights – The Portsea Camp</td>
<td>$260 Approx</td>
<td>This camp is proposed to be a camp about “Managing Change”, and focussing on topics like resilience, team building, risk taking and dealing with change in their lives. As the Year 4 cohort of students are moving campuses/changing timetables and will be exposed to many new teachers, the camp is planned to equip students with skills in managing their emotions with their changing school life for the following year.</td>
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<tr>
<td>Year 4 &amp; 5 Invitation only</td>
<td>Term 2 Monday 11th April – Friday 15th of April</td>
<td>5 Days 3 nights Woorabinda</td>
<td>$185</td>
<td>This invitation only camp provides students with high quality personal development experiences. It gives them opportunities to face challenge in order to develop persistence and build resilience. Students are guided through social learning experiences whilst living in a small residential community environment. Students will build on skills which relate to working in teams outdoors to learn about the environment and the interaction between various life forms. This camp complements the Somers Camp experience.</td>
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<tr>
<td>Year 6</td>
<td>Term 3 Monday 18th July – Friday 22nd July</td>
<td>5 Day 4 night Canberra Tour</td>
<td>$550 approx</td>
<td>The trip to Canberra ties in with students integrated unit in Term 3. The unit has a strong focus on the Australian Government, how it is structured, elected and the influence it has on student’s lives. There is a focus on our country’s history and how our past has shaped the country into the way it is today. The Canberra tour and has strong links to Victorian Curriculum Civics and Citizenships and Humanities outcomes.</td>
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<tr>
<td>Year 7</td>
<td>Term 2 Monday 6th June – Wednesday 8th June</td>
<td>3 Day 2 night – Forest Edge CYC</td>
<td>$210 approx</td>
<td>Students from Year 7 have an opportunity to mix and forge new friendships with the new Yr 7 students who have started at our school. Students are able to step outside their comfort zones and tackle a myriad of challenges designed to enhance their self-belief, self-worth and relationships with their peers. This camp also has an outdoor education focus with students completing a number of physical challenges.</td>
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