



Camp, Excursion and Incursion Policy

Rationale:

The school's camp, excursion and incursion program enables students to further their learning and social skills development often in a non-school setting. Camps, excursions and incursions may have a cultural, environmental or outdoor emphasis to complement 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 provide shared class experiences and a sense of group cohesiveness.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

Implementation:

- A camp is defined as an element of a student-learning program involving one or more overnight stays at location in or beyond the school grounds.
- An excursion is defined as an element of a student-learning program involving a same day return from a location beyond the school grounds.
- An incursion is defined as an element of a student-learning program involving attendance of an outside group or agency to perform or work with students on the school grounds.
- The Principal must approve all camps, excursions and incursions. In doing so, the Principal will ensure that the camp, excursion or incursion forms an integral component of the curriculum and that every aspect of the excursion complies with the requirements of the '*Camps and Excursions – Guidelines for Schools and Pre-schools 2001*', manual.
- All camps need to be budgetted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Excursions and incursions will be budgetted for as soon as possible after the beginning of each term.
- A designated 'Teacher in Charge' will coordinate each camp, excursion or incursion.
- After some initial planning and costing a "Camp, Excursion and Incursion Approval Form" needs to be completed and submitted.
- If there is a cost involved for the proposed activity the "Camp, Excursion and Incursion Approval Form" needs to be submitted to a member of the school's "Camp, Excursion and Incursion Approval Committee". Names of committee members are available from the front office each year.
- No definite information should be communicated to students or parents about a camp, excursion or incursion until approval has been given.
- The Principal will ensure that all camps, excursions and incursions are maintained at a reasonable and affordable cost, are inclusive of all students, and comply with all DECS requirements.
- All endeavours will be made to assist students from financially struggling families. Parents experiencing financial difficulty, who wish for their children to attend a camp, excursion or incursion will be required to discuss their individual situation with the Principal.
- The Principal on a case-by-case basis will make decisions relating to alternative payment arrangements.

- After the Teacher in Charge has received the approval from the “Camp, Excursion and Incursion Approval Committee” students and families are to be notified in writing at least 3 weeks before the activity.
- Prior to any child attending a camp, excursion or incursion parents / caregivers must have provided the school with the required consent and / or medical forms.
- If required, information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- All families will be given sufficient time to make payments for camps, excursions and incursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 24 hours before the departure date may not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Administration 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.
- When required, the Teacher in Charge of the camp must carry copies of the medical details of students or excursion at all times.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide mobile phones and first-aid kits for all camps and excursions.
- It is the responsibility of the Teacher in Charge to organise the collection of the mobile phone and first aid kit.
- Parents of children involved in all other excursions may be invited to assist in the supervision of the camp, excursion or incursion. When deciding on which parents will attend, the Teacher in Charge will take into account:
 - any valuable skills the parents have to offer. eg. first aid etc
 - if there is a need to include both male and female parents.
 - the special needs of particular students.
 - the suitability of parents.
 - adherence to the school’s Volunteer Management Policy
- Parents selected to assist may be required to pay costs associated with camp, excursion or incursion.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school camps, excursions or incursions. Parents will be notified if a child is in danger of losing their invitation to participate 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.
- Students who do not attend school camps, excursions and incursions will be provided with a suitable alternative program at school.
- A child who is poorly behaved during a camp or excursion may be required to be collected by their parents, or returned to school.
- Costs incurred will be the responsibility of the parent.

Evaluation:

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



CAMP, EXCURSION & INCURSION APPROVAL FORM

NORTH INGLE SCHOOL

To be completed for all proposed camps, excursions and incursions apart from local walks covered by the enrolment consent form

Section 1

Teacher(s) Class(es)

Camp Excursion Incursion Proposed Date

Nature Of Activity:

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Will there be a cost involved? **YES / NO** *If NO please sign below and submit to the Principal.*

If YES please sign, complete all of Section 2 and submit the form to the Camp, Excursion and Incursion Approval Committee.

Signature: (Teacher In Charge):

Section 2

Educational or Recreational Direction: For GST and EDSAS accounting purpose we must have information about the educational or recreational nature of the excursion. (GST does not apply to educational activities but does apply to recreational activities.)

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Curriculum area/s the activity relates to:

Approximate cost per child including any transportation: \$

List of other school activities that cost money 2 weeks before and 2 weeks after proposed activity date:

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Amount of money your class(es) has/have spent on previous activities this term: \$

Section 3

Consent to hold activity: **YES / NO**

Reason:

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Signed by the 3 members of the Camp, Excursion and Incursion Approval Committee
(comprising 2 staff members and a parent)

Staff Member 1: Staff Member 2: Parent:

Principal: Date:

Section 4 – (Office Use Only)

Final Cost Per Student:

GST Code:

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