



**TEMPLETON**  
MELBOURNE, AUSTRALIA

# Camp Policy

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## **Rationale**

The school's camping program enables students to further their personal and social development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

## **Purpose**

To provide all children with the opportunity to participate in a camping program in Grade 5 and Grade 6.

To provide shared class experiences and a sense of group cohesiveness.

To reinforce and extend classroom learnings.

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 resilience, self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

## **Implementation**

- A camp is defined as any activity involving at least one night's accommodation
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- The School Council will ensure that all school camps are of a reasonable and affordable cost, and comply with all DET requirements
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- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal and School Council
- Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made at the Principal's discretion
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised
- 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
- All teachers to carry mobile phones in case of emergency
- The designated Teacher in Charge of each camp will ensure that all camps, bus arrangements and camp activities comply with DET guidelines.
- The most Senior Staff Member at the camp will retain discretionary power and ultimate responsibility for the camp
- All attendees on the school camp must adhere to the bushfire risk and assessment policy at the location of the camp.
- The 'Notification of School Activity' form will be completed and forwarded to DET three weeks prior to the camp departure date
- All students will be required to provide written permission from their parents to attend the camp, as well as a completed 'Confidential Medical Information for School Council Approved Excursions' form
- The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp

- A member of the Management Team will be in attendance at school while the children are returning from camp. The Teacher in Charge will communicate with this person in regards to the anticipated return time
- Parents selected to assist with the camps program will be required to undertake a police records check. The school will pay for the associated costs
- Parent volunteers may be required to pay the accommodation and meals cost of the camp

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.

Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Senior Staff Member and the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

All camps require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include:

- The educational aims and objectives of the camp
- The names of all adults attending and their expertise and experience
- Travel arrangements and costs
- Venue details and an itinerary of events
- Procedures followed to ensure the safety of the children
- Details on the number of students excluded from camp
- Alternative program for students not attending camp.

The above information will be provided to the Principal at least three days before the School Council meeting date.

### **Evaluation**

This policy will be reviewed annually at the conclusion of the school's camps program, and as part of the school's three-year review cycle.

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**Last ratified by School Council in May 2021**