



Hawthorndene Primary School

"Challenging and inspiring students to connect and contribute to their world."

Camps and Excursions Policy

Rationale:

Camps and excursions are a valuable part of a student's educational programme. Camps and excursions may be planned and will support a curriculum area and serve an educational purpose.

Engage:

We will provide students with the opportunity to participate in camps and excursions that enhance educational opportunities.

Our Actions:

- plan camps and excursions that enrich student learning and provide access to resources outside of the classroom environment.
- provide students with lead-up teaching and follow-up learning for all camps and excursions
- plan for the opportunity for students participate in at least two camps from Year 3 to 7
- participate in a Year 7 trip to Canberra

Teach:

We will teach students to participate in learning outside of the classroom setting.

Our actions

- provide learning opportunities in and out of class/school situations
- create opportunities for students to live and work in groups, outside of home and school environment, over extended periods of time
- engage students in developing problem solving and life skills
- further develop interpersonal and social skills such as co-operation, tolerance, communication, individual and group interaction
- provide opportunities to interact with adults and other students on a closer personal level than is normally achieved in the classroom situation
- extend understanding of physical and cultural environment

Responsibilities:

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 DECD 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
- draft an annual programme in consultation with all staff so that there is coherence between years and so other school activities can be adjusted
- 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.
- ensure that all camp/excursion fees are received no less than 10 days prior to the event.
- ensure DECD regulations and guidelines are followed
- ensure that when using private cars each child wears an approved seatbelt/child restraint, the vehicle has Third Party insurance cover and the driver has a DCSI police clearance
- ensure that all medical information and medication is collected and available
- ensure first aid knowledge and provisions are available
- complete an evaluation of the camp/excursion
- ensure that the chosen campsite meets acceptable safety standards
- provide an alternative program for students not attending camps/excursions

Students

- consistently demonstrate school values leading up to camp/excursion in order to ensure participation
- participate in class planning for the camp/excursion
- follow the direction of teachers and all adults
- observe school and class rules
- act responsibly with other students
- act responsibly and care for other's property and rights
- be responsible for one's own belongings
- provide feedback on the camp/excursion

Parents

- support the school's programmes by encouraging their child's participation in camps/excursions
- notify the school if cost of camp/excursion prohibits participation of their child
- assist on camps/excursions if required and have Working with Children check
- provide feedback on the camp/excursion
- provide full medical information and any required medication

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**Government
of South Australia**

Department for Education

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