

Penola Primary School Camp and Excursions Guidelines



Rationale

Camps are seen as an excellent way for students to interact in different surrounding. They offer a variety of learning experiences that students do not always have access to in their everyday living. A camp should be an extension of current learning and supported by the school community.

Aim

These guidelines are designed to be a guide for staff, students and parents to ensure:

- Consistency within the camp continuum
- Proper planning processes exist
- Communication between staff and parents is timely and transparent; including projected costs and fundraising
- Legal requirements are met
- *The 'Camps and Excursion Guidelines for Schools and Preschools' (Department for Education) must be consulted when planning an excursion, sleepover or camp.*

Suggested Continuum

This is aimed to be a guideline only. On occasions opportunities arise that may fit outside the scope of the continuum. These are to be agreed with consultation with the Principal, and if required, the Governing Council.

Year level	R	1	2	3	4	5	6	7
Time	Excursion * ₁ and/or Sleepover	1 night	1-2 nights	2-3 nights	2-3 nights	2-3 nights	2-3 nights	3 nights aquatic + 2 nights Robe
Cost cap*₂	\$40	\$100	\$150	\$150- \$175	\$150- \$200	\$200	\$200	Aquatic - \$250 Robe - \$150
Min Adult Ratio*	1:10	1:10	1:10	1:15	1:15	1:15	1:15	1:15

*₁ Timing of the excursion is optional (it does not have to be at the same time as the sleepover)

*₂ Cost of the camp/excursion is a guide only and will be dependent upon composite classes.

*₃ If in rural setting

If children are sleeping in a tent the ratio is 1:10.

Swimming ratios:

Pool – F-2 1:10, 3-7 1:12.

Open water (river, ocean, dam etc.) - F-2 1:6, 3-7 1:10.

Please refer to '**Camps and Excursion Guidelines for Schools and Preschools**' (Department for Education) for minimum ratio of leadership team members to students/children determined by DfE for specific camps, excursions and activities.

- *The leadership team consists of the teacher-in-charge, trainee teachers, SSOs and volunteers (parents).*

Planning and Communication Considerations

To ensure good communication, teachers will:

- Complete a Camp Planning Form to submit to Principal and School Management Coordinator with details of the planned camp by the end of Week 6, Term 1. This needs to be approved before any correspondence home.
- In writing, inform parents of the intended camp destination, **approximate cost** and ask for expressions of interest for parents to attend. If there is a need for parents to pay a 'fee' for their attendance to offset student costs this needs to be clearly stated.
- Reserve the right to select parents to attend based on what is in the best interests of the students. This decision will be relayed to all parents when initial information is sent out.
- Consider the destination and intended outcomes of the camp to align with their teaching program. (Camps that are not predominantly educational are subject to GST).
- Determine the best time for the camp to fit in with other school events and camps.

Student Behaviour

- Attendance at camp/excursion is a privilege not a right. If a student has not been following the school behaviour guidelines prior to the event then there may be restrictions/conditions regarding that student's attendance/participation.
- A modified program may be arranged or if necessary, exclusion from the camp/excursion.
- If a student does not attend camp they are expected to attend school (as per the Department for Education's and Penola Primary School's Attendance policy).
- If a student is to attend a camp/excursion on a modified program or are to be excluded from a camp/excursion this **must** be clearly communicated by the school to the parents/caregivers via a meeting prior to the camp/excursion.

Fundraising

- For some classes fundraising for camps/excursions may be an option.
- Teachers will notify parents of possible fundraising options. This will be discussed at the Parent Information Night in Term 1 and agreed to by parents/caregivers. The majority of parents must agree to the fundraising before it is arranged. Funds raised will be distributed evenly amongst students to reduce camp costs.
- Teachers will have an approximate amount fundraising is planned to reduce costs by.
- Teachers will be aware of other fundraising that may exist around the school and community.
- As a guideline, where possible teachers should aim to limit their efforts to a maximum of **two** fundraising events per class.
- **Payment of Camps**

Teachers will, where possible, give parents plenty of notice regarding camp approximate costs. Teachers, in consultation with the Finance Officer, may offer to have split payments for the camp within the system and auditor's requirements.

Legal Requirements

These are in line with DfE policy and are non-negotiable

- All parents who attend camp must have a police check. This must be completed at least **one month** prior to attending. (Parents who may be interested in attending are advised to get this done first. It can be done through the school and is free.
- All vehicles must be fitted with seatbelts, including buses.
- An ED169 must be filled out by staff at least two weeks prior to attending camp.
- No transport of any sort will occur on days declare as Catastrophic. Days where a Total Fire Ban exists, a risk assessment will be undertaken.

**The mandated EDSAS Finance system will not allow for payments to be received before an invoice is generated. Before an invoice is generated, the teacher must be sure the amount invoiced will not change. The practice of collecting money in the classroom is against DfE policy and is not covered by insurance.*



Government of South Australia
Department for Education