Rationale:
The school’s camping program enables students to further their learning and personal and social development in a non-school setting. It is designed to assist with the gradual development of independence and responsibility by providing educational experiences and activities not normally available in the classroom program.

Aims:
- To provide children in grades 1-6 with the opportunity to participate in an annual camping program.
- To provide a program that promotes self-esteem, resourcefulness, independence, resilience, leadership, judgement, cooperation and tolerance.
- To provide shared class experiences and a sense of group cohesion.
- To provide educational experiences that enhance the classroom program.

Guidelines:
- The camping program will be developed sequentially throughout the school from Grade One to Grade Six.
- School Council will ensure that all school camps comply with all DEECD requirements / regulations.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal and Finance Committee of School Council. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Parents experiencing financial difficulty, who wish for their child/ren to attend, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Payment plans will be offered to families. Parents will be sent final reminder notices or contacted by phone before the camp departure date requesting them to finalise payment. Unless otherwise arranged with the principal, only students whose camp costs have been paid in full are able to attend the camp.
- A non-refundable deposit will be required by families. Full payment must be made by the Friday before camp departure.
- Cut off dates for forms will be advertised to all families and must be submitted at least 2 weeks prior to the camp departure.
- The overall cost of the camp may include funding for the cost of replacement teachers (CRTs) should they be required. Camp budgets will be submitted to the Finance Committee for consideration on camp by camp basis.
- Camps should be planned to cost families no more than $250 per child where possible.
- All student/adult ratios stipulated by DEECD for camps will be followed. Volunteer parents will be selected by the Principal in consultation with the camp teachers. Consideration will be given to previous camp attendance, qualifications (eg. First Aid, Life Guard Certificate, gender).
The consumption of alcohol at school camps is not permitted.

Smoking is not permitted on camps or driving in vehicles to and from camps/excursions.

Parents/students may only undertake video recording of camp activities with the approval of the camp coordinator.

Only sites with full accreditation with the Camping Association of Victoria will be used by Campbells Creek & Guildford Primary Schools. Prior to selecting a new venue, a visit by staff should be arranged to assess:

- Suitability of accommodation;
- Location of adult sleeping quarters (must be in close proximity to student sleeping quarters or with younger students);
- Safety of the site;
- Suitability of camp activities;
- Catering;
- Seek a reference from another school that has used the camp.

Implementation:

- The camping program will consist of:
  - Grade 1/2 – Two days and one night, alternate years at Boomerang Holiday Ranch, Daylesford & Blue Light Youth Camp, Maldon.
  - Grade 3/4 – Three days and two nights, alternate years at Sovereign Hill, Ballarat and Anglesea Recreation Camp.
  - Grade 5/6 - Three days and two nights, alternate years at Norval Camp, Halls Gap and Urban Camp, Melbourne.
  - When offered, Sommers Camp will be available for children to apply for a position.

- All camps require prior School Council approval. Information presented to the School Council will include:
  - Travel arrangements and costs.
  - Venue details and an itinerary of events.
  - Details of names of all adults attending.

- A designated team member will be appointed, whose responsibility will be to oversee the camping program for the designated camp.

- The camp team members will ensure the camp, bus arrangements and camp activities comply with DEECD guidelines.

- 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. Children with Asthma must also have a completed and signed (by the doctor) Camps Asthma Management Plan.

- The school administration will provide classroom teachers with detailed records of camp payments on a regular basis.

- Classroom teachers will be responsible for reminding students of payment requirements and bring to the attention of the camp coordinator any payment issues.

- Parents will be notified if their child is at risk of losing their invitation to participate in a camping experience due to inappropriate behaviour at school. Any decision to exclude a student from camp based on behaviour management concerns will be made by the Principal, in consultation with the classroom teacher.

- Staff will meet with the parents of students with special needs to discuss possible modifications or the provision of additional support which would enable the student to attend the camp.
- **Students who do not attend camp are required to attend school.** For students remaining at school alternative placements and appropriate instruction will be provided.

- A folder containing a copy of the following documents is to be left at the school:
  - Camp contact names and numbers.
  - Names of all students attending.
  - A copy of the camp booklet, including details of all activities.
  - Student medical forms and parent emergency contact numbers.
  - Staff and parents participating in camp emergency contact numbers.

- A designated teacher will be required to coordinate First Aid on the camp. Duties include:
  - Keeping the medical details of all students who attend
  - Highlighting students with specific medical needs including medication.
  - Oversight of medication administration.
  - Attending to all students who are in need of medical attention.
  - Recording details of treatment of any illnesses and accidents as well as the administration of medication.

- Parents will be invited to assist in the delivery of school camps. When recommending which parents will attend, the School will take into account:
  - Any valuable skills the parents have to offer, eg. First Aid, Life Guard Certificate.
  - The need to include both males and females.
  - The special needs of particular students.
  - The number of camps the parent has previously attended.
  - Parents selected to assist with the external camps program will be required to possess a current Working with Children Check. This must be sighted by school staff and a copy retained for record purposes.

**Staff will:**
- Inform parents of all camp details in writing. The information will include costs, dates, venues, duration, program, requisites and emergency contact details.
- Provide the students with relevant activities both before and after the camp
- Encourage students to display sensitivity, empathy and respect toward all others whilst on camp
- Follow the Campbells Creek and Guildford Primary School's Student Engagement Policy and exercise appropriate duty of care of the students
- Follow the Campbells Creek and Guildford Primary School's Student Welfare and Discipline procedures.

**Parents will:**
- Ensure that all notices, forms and payments are returned by the due date.
- Supply their children with all of the clothing and other items specified in the camp information, including up to date Epipen or Asthma medication where required.
- Support the staff in their application of any Student Welfare and Discipline procedures at camp.
- Be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The camp coordinator, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

**Students will:**
- Adhere to the school’s Student Engagement Policy Rights & Responsibilities and school rules whilst on camp.
- Abide by the specific rules of the camp.
- Willingly cooperate with all duties and requirements at camp.
- Treat all staff, teachers, parents and camp personnel with respect and show courtesy and manners at all times.

Ratified by School Council: November 2011
• Students who do not behave appropriately may be returned to school. Parents may be contacted and asked to collect their child.

**Evaluation:**
This policy is to be reviewed triennially as part of the School Council’s review cycle.

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This policy was ratified by School Council November 2011

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Principal

School Council President

Date Ratified: November 2011
Review Cycle Date: 2014