



LOCK AREA SCHOOL

Camps and Excursions Policy



BELIEF STATEMENT:

1. Teachers are encouraged to provide opportunities for students to participate in active learning outside the classroom, for the total development of the children in their care.
2. At Lock Area School we recognise that classroom learning experiences do provide for academic and social development and believe that these experiences need to be extended beyond the formal classroom situation, to develop fully the intellectual, social and physical skills of each individual. Thus during their school experience students will participate in a sequentially planned program of outdoor education activities, ranging from excursions within the township to extended field trips.
3. We believe that the environment outside the classroom will provide an alternative as a stimulus for learning and enrich the classroom curriculum and learning process.
4. All outdoor education activities must have clearly stated objectives.

OUT OF CLASS ACTIVITIES:

At Lock Area School the out of classroom activities will involve any of the following four categories, and have a maximum contact time of 1 week.

1. **Whole of School involvement** including:

- Lock Area School Swimming Carnival
- Lock Area School Sports Day
- Come Out Activities
- Book Week Activities
- Governing Council Activities

2. **Part of school involvement** including:

- Interschool Swimming
- Interschool Sports Day
- SAPSASA

For these activities it will be possible to mount modified group instruction lessons for non-participants.

3. School group activities:

a. Class Camps

YEAR (Subject to class structures)	EVEN YEARS	ODD YEARS	SPECIAL OCCASIONS	POSSIBLE VENUES
R-1	Sleepover	Day trip	Pantomime	North Shields Thuruna
2-4	2-3 Day Camp	Day Trip	Pantomime	Arbury Park Whyalla
5-6	Up to 4 Day Camp	Day trip	Major School Camp Years 4 -12 (subject to class structures) - Student Leadership Group - Work Experience - Vet Courses	Errappa Port Hughes Roxby Downs
7-10	Aquatics	Up to 5 Day Camp		Paney Station Wilpena Pound Adelaide

** In 2014 a secondary camp will be held (Year 7 – 9), without a secondary camp in 2015 and 2016. This is so the Secondary camps are on alternate years to the Secondary Aquatics camps and the 2014 Year 7 students will only be required to attend one Secondary camp.*

Work Experience may be arranged for students from Year 10 depending on circumstances.

Year 2-4 camps focus on Eyre Peninsula, other primary camps will be within SA. Secondary camps may go Interstate.

Despite this overview there may still be circumstances which change the program.

b. Day Trips

In addition class day trips specifically relating to the curriculum areas are encouraged.

- These activities replace 'in-class' curriculum. Non-participants will receive modified group instruction lessons. Where the whole school is involved, students will be expected to attend.

4. **Individual student activity** - Individual students will be able to participate in events using parental organisation and supervision. E.g. Cross Country Competitions, SAPSASA Zone representation.

- These activities are additional to the curriculum structure. **Participants may have to catch up missed instruction time.**

POLICY:

- Refer immediately to DECD policy re camps.
- Plan early.
- Gain principal's approval for all plans ED169.
- DECD approved First Aid accreditation must be current.
- The DECD staffing ratio must be adhered to for all activities.
- Plans are sent to parents at least 3 weeks prior to any major activities ie camps. All payments, consents etc are finalised and known by at least 1 week prior.
- All aspects of all plans are discussed with the Leadership group and then shared with the whole staff at a staff meeting.
- Arrangements are made for non-attendees.
- Contact is made with the Principal whenever unusual or difficult situations arise.
- Complete Risk Assessments.
- All bookings are confirmed and permission from landowners/NPWS etc gained.
- Teacher in charge is responsible for all leaders including volunteers.
- At least 2 teachers should be amongst the leaders (male and female leaders are highly desirable). Parent Permission if single gender leadership applies.
- Attending leadership must have a current DECD Police Check.
- The site must be visited prior to the camp or activity and a safety assessment conducted (where possible).
- There must be appropriate emergency procedures discussed and known by all leaders. (emergency contact numbers and an emergency vehicle must be readily available)
- Staff are reminded that they have a 24 hour duty of care at a higher level than normally applies at school. Appropriate breaks for leadership to be organised by the teacher in charge.
- Parental consent and medical information is received and at hand.
- Transport arrangements are appropriate.
- Accredited bus drivers must be used, following the Log Book Guidelines.

FUNDING

- Rural Isolated Index (CAP) funding may support camps or day trips.
- Any fundraising effort needs to be timetabled well in advance with SLG.

BEHAVIOUR MANAGEMENT

- School Policy for Behaviour Management will apply at all camps and excursions
- In the event of severe student misdemeanour, parents will be contacted to arrange collection of students at their own cost.

PROCEDURE:

1. Locate and read DECD Camps and Excursion Guidelines
2. Discuss ideas with your co-coordinator/supervisor.
3. Go through appropriate check-lists/approval forms with Principal/Leadership group. (DECD Camps and Excursions Policy)
4. An "Application to Conduct a School Camp/Excursion" form must be filled out and forwarded to the Principal and finance officer for clarification and approval.
5. For overnight stays or excursions involving adventure activities, a "Consent for Excursion/Camp" form and a "Student Health Information" form must be attached to the letter sent home to parents (may also need Providers of Private Transport for School Activities and Parent consent for students to travel in private cars)

ELECTRONIC DEVICES

The use of all electronic devices will be at the discretion of the Teacher In Charge and will be communicated to all Parents/Caregivers prior to the excursion/camp. Stipulations for the use of Electronic Devices must be communicated in the official camp documents to parents/caregivers.

ATTENDANCE OF PUPILS

Pupils participating in an approved excursion should receive their attendance marks for the time thus spent. The period is not to be regarded as a holiday. If the school is closed, any pupil not participating in the excursion who would otherwise be present is to receive attendance marks.

COSTS

All costs for camps and excursions must be met by the school or pupils. The Department must not be involved in any financial liability.

STUDENT ELIGIBILITY TO ATTEND

For students to be eligible to attend camps/excursions school fees must be paid in full or an approved payment plan must be in place.

Students, who have been suspended within 10 weeks prior to camp, will not be able to attend. (Please refer to the Behaviour Policy).

PARENTAL CONSENT

Consent forms for activities outside school grounds or outside normal school hours are essential.

- If there is an injury to a student, a signed consent form may be of assistance to show that the teacher took reasonable care in planning and conducting the activity.
- In order that the form indicates that parents were aware of the nature of the activity and gave their consent that the child participates, it should contain sufficient information to allow parents to give an informed consent. The form or an accompanying leaflet should indicate when and where the activity will take place, what activities will be done, cost of the activity, how the students will be transported and exactly when they will leave and return.

APPENDICES

Proposal For School Camp/Excursion – ED169

Camps and Excursions Budget Costing

Student Health Information form

Consent for Excursion/Camp

Asthma Awareness Form