



Westbourne Park Primary School

2 Marlborough Road,
Westbourne Park 5041
EMAIL: dl.0475_info@schools.sa.edu.au
WEBSITE: wbourneps.sa.edu.au

TELEPHONE: (08) 8271 7430
FAX: (08) 8373 3057

FINAL - WESTBOURNE PARK PRIMARY SCHOOL CAMPS AND EXCURSIONS POLICY

Rationale

The Department for Education Camps and Excursion Guidelines emphasise learning in the following ways:

- through and for personal and social action
- within and about wider community
- with practical applications

Activities such as camps and excursions can greatly enhance the progress of this learning, offering new, varied, challenging and practical experiences across the learning areas. In many instances these can become some of a student's/child's most significant and meaningful educational experiences.

All teachers should therefore seek to schedule such experiences in their educational programs. Of course, learning **must** occur in a safe environment, which can best be achieved by thought and preparation based on sound planning and the information presented in this document.

The purpose of camps and excursions is to enrich the experiences for a cohort of students and therefore all students in the classroom cohort should be given the opportunity to participate. There is no expectation that students in the same year level from other classes are to be included in an organised camp or excursion unless there is an agreement with the teachers concerned. It is encouraged that where appropriate teachers connect with at least one other teacher to have a minimum of two classes attending the same camp or excursion.

Unless exceptional circumstances exist, **all** students should have the opportunity to: participate in a camp or excursion. Costs should be organised to ensure that there is no undue financial burden imposed upon individual members of the group or their families.

The support needs of students with disabilities or medical conditions will require careful consideration and consultation with parents and caregivers. Appropriate support should be provided for these students so they can access the learning experiences available through camps and excursions.

Operating Procedures

The following are seen as guidelines for students at Westbourne Park Primary School:

All classes with Year 6 and Year 7 students go on camp on an annual basis.

All classes with Year 4 and Year 5 students go biannually (even years).

In any year, all teachers and their class are encouraged to participate in camps.

However, if a teacher is unable to participate he/she will need to negotiate alternative arrangements with the Leadership Team.

Other Considerations that can be negotiated with the Leadership Team:

- Any classroom teacher can negotiate with the Leadership Team to have their class go on a camping experience as this is in direct collaboration with the Departments Camping and Excursion Guidelines. Classes younger than Year 3 would need to involve the Leadership Team in detailed planning.
- An ED169 of any camping/excursion experience must be filled out in the planning stage and submitted to the Principal for approval. This provides formal authorisation of the curriculum imperatives of any activity outside of the school.



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- It is strongly encouraged that teachers with Reception, Year 1 or Year 2 students involve their students in a sleepover at the school.
- Teachers should look to enrich their curriculum offerings by providing for at least one relevant excursion in any given year.

Parents/Caregivers should be given at least one terms' notice of camps—it is a good practice to raise this issue during Acquaintance Nights and class newsletters.

Refer to the DFE ***Outdoor Education Policy for Camps and Excursions*** if you intend taking students on camp. The following conditions apply to all camps and excursions: -

- Approval is sought from Principal on an appropriate proforma, outlining location, educational values, numbers, precise, accurate and verified costing at least four weeks prior to confirming bookings.
- Parents/Caregivers are invoiced **for camp** as early as practical.
- Parents/Caregivers are invoiced for excursions /sleepovers 2 weeks in advance, and given an accurate outline of activities and cost before this.
- Adult-Teacher/Student ratios are appropriate for the type of activity being undertaken.
- The supervising teacher must be equipped with First Aid Equipment and the Mobile Telephone.
- The Principal must be provided with a copy of the detailed itinerary and the names of students and adults involved by the supervising teacher.
- All camps and excursions must be cost effective and be accessible to all students. Subsidy is available for students in financial difficulty – please alert the Principal to any students who have indicated that they will not be involved so inquiries can be made.
- Parents/Caregivers wishing to attend a school camp, sleep over or excursion must have a current Department for Communities and Social Inclusion clearance (DCSI) and Responding to Abuse and Neglect certificate (RAN). Information is available from the Front Office.

Please use the following checklists when planning for a camp or excursion:

1. Gather information including financial plan for the camp or excursion.
2. Prepare a detailed budget and submit this on an ED169 to the Principal for approval. Principal or delegate will email the lead staff member the approval. All documents are kept in admin for auditing purposes.
3. With Approval of the ED169 proceed with future planning/bookings.
4. Set date for payment of deposits as applicable.
5. Send draft of parent/caregiver letters and notices to principal for approval.
6. Arrange with Finance Officer before the due date to forward deposit for bookings.
7. Distribute information and consent notice to parents/caregivers including request for any additional medical or dietary requirements.
8. Organise personnel to meet the required supervision levels and ENSURE that personnel have current DCSI screening and RAN certificate.
9. Activity action plan
 - a. Necessary equipment organised?
 - b. Satisfactory transport organised?