



CAMPS, EXCURSIONS and INCURSIONS

PURPOSE

Children's educational, physical and social development can be strengthened and enriched through a variety of camps, excursions, incursions and cultural visits. It is therefore our aim to provide the students of Roxburgh Park Primary School (RPPS) with a range of educational experiences on a regular basis which will broaden their day to day learning.

BROAD GUIDELINES

- An excursion is any activity organised by the school which is undertaken outside of the school grounds.
- An incursion is an activity organised by the school which is undertaken inside the school grounds.
- A camp is any school activity involving an overnight stay away from home.
- Teachers are encouraged to suggest particular excursions/incursions they think will contribute to achieving the aims of the unit of study or broader school aims.
- It is our aim to provide school excursions and/or incursions which are appropriate to the age of each class/classes and to the student's learning needs. Camps, excursions, incursions and cultural activities will be selected on the basis of enhancing classroom learning activities.
- Teachers will ensure DET Guidelines and Regulations and School Policies in relation to **Child Safe Standards and RCPS Student Wellbeing and Engagement Policy** are strictly adhered to when conducting camps, excursions and incursions.
- The school's **Sunsmart** and **Uniform and Dress Code** policies must be enforced when conducting school camp(s), incursions or excursions.
- Parents/guardians with financial difficulties are encouraged to contact the Principal to discuss their particular circumstances. All things considered, it may be decided to make special financial arrangements with parents/guardian/carers so that their child can attend an excursion or camp.
- Any excursion or camp will require a signed Permission Form from the parent/guardian/carer of each child involved. A camp involves the signing of a medical history form and permission to gain medical support for the student in the event of an

illness. It also requires the signing of a behaviour agreement by parent/guardian/carer and student.

- Where appropriate, parents/guardians/carers may be invited to participate in school excursions. The Principal will make the final decision on who attends the excursion. Any grievances with this process will be handled by the Principal and teacher in charge of the excursion. A Working with Children check (WWC) is required by all parents accompanying students on a school camp or excursion.
- In special circumstances teachers may recommend to the Principal the exclusion of any child or relative from a particular excursion

Implementation

Incursion, Excursion & Camp Procedure:

- All incursions/excursions/camps must be approved by the Assistant Principal - Teaching and learning, in conjunction with the school council. In doing so, the Assistant Principal - Teaching and learning, will determine a schedule of incursions/excursions/camps for the school year, and will ensure that all incursions/excursions/camps are maintained at a reasonable and affordable cost, and comply with all DET procedures and regulations. The approval for excursions is sought at a scheduled meeting at least six weeks prior to the departure date. The approval for camps will be sought the year prior to school camp ensuring there enough time for school council approval. Information to be presented will include: -
 - The educational aims and objectives of the excursion.
 - The names of all teachers/adults attending.
 - Travel arrangements and costs.
 - Venue details and an itinerary of events.
 - Procedures followed to ensure the safety of the students.
- Each year level may have a maximum of one excursion per term and at a reasonable cost. Excursions are to be appropriate for the age and experience of students involved. Excursions must have clear links to the curriculum and have appropriate educational outcomes.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Assistant Principal - Teaching and learning. Parents/guardians will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Teams that wish to subsidise an excursion may only do so once per year provided that they have finances available. Principal approval is required to subsidise an excursion.
- The excursion may not be approved if another major event occurs in the same term as the excursion for a particular year level, for example:

Grade Prep, 1, 2, 3 & 4 – Swimming
Grade 3 & 4 – Bike Education
Grade 5 & 6 – Camp

- All families will be given sufficient time to make payments for excursions. Parents/guardians/carers will be sent a notice before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Prior to any child attending an excursion or camp, parents/guardians/carers must have provided to the school a signed permission form and must have paid the costs involved.
- Office/Administration staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- Each excursion/excursion will be coordinated by a designated Teacher.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DET guidelines.
- Classroom teachers will be given the first option to attend excursions.
- The school will provide a mobile phone and a first-aid kit for all excursions/camps and where ever possible, a staff car will be taken to the camp. .
- Copies of completed and signed permission forms must be carried by excursion staff at all times and a copy left at the office.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions/camps. Parents/guardians/carers will be notified if a child is in danger of losing their invitation to participate in an excursion/camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
- Only one excursion will be approved on a designated day across the school.
- Parents/guardians/carers may be asked to collect their child from the camp, if any student whose behaviour, whilst on camp, is deemed to place themselves or others at risk.
- A staff member attending the camp who is qualified in First Aid will be assigned as the Medical Officer. This person will be responsible for dispensing any necessary medication. Such medication must be accompanied by written instructions regarding administering the medication and handed to the staff member in charge prior to leaving for camp.
- All staff, parents and volunteers attending the camp or excursion will hold a current Working with Children check (WWC) and provide the school with a copy.
- All external providers running incursions must adhere to Riddells Creek Primary School external providers policy and visitors policy.
- Where ever possible, camps will cater for individuals with different needs.

REVIEW CYCLE AND EVALUATION

School Council Approved on:	Signed by School Council President:	Scheduled for review:
May 2019		May 2022