

Manly West State School Camping and Excursions Policy

RATIONALE:

At Manly West State School (MWSS), we strongly believe in the value of excursion and camping experiences, with the primary focus being on the development of student social skills through our **school values**:

- **RESPECT**
- **RESPONSIBILITY**
- **SAFETY**
- **EFFORT**

MWSS fosters the gradual growth and development of these values in all that we do within our school community, in partnership with parents, students and staff. This extends to activities which take us out of the school environment; specifically, one-day 'excursions' and multi-day 'school camps'. We use the Gradual Release of Responsibility to encourage students to lead their own learning.

MWSS believes that building respectful relationships between students and teachers, along with the "camp environment", provides a completely different opportunity for this learning to occur. Camps allow students to develop a degree of independence, away from parents, siblings and their usual home environment.

MWSS values the many educational benefits that a comprehensive excursion/camp program offers. Academically, we look to enhance the knowledge and understanding of the students about the wider world.

MWSS aims to ensure that excursions and camps are directly related to the work being undertaken in the classroom. Excursions and camps are learning opportunities for students to extend the practical aspects of classwork which they are focussing on during that particular term.

Excursions and camps are only possible through the dedication and commitment of the teachers and staff at our school and are undertaken in partnership with the staff and families.

EXCURSION & CAMP SELECTION CRITERIA:

Our paramount responsibility is for the education and safety of the students. Staff therefore place enormous importance on planning effectively for each and every camp. Consideration is given to:

- ◆ Specific needs/interests of the student group in that year;
- ◆ Links to current classwork
- ◆ The educational value of the camping experience (eg: year 5/6 may focus on leadership);
- ◆ Location - access, distance;
- ◆ Facilities - activities offered, accommodation, safety, catering, staffing and supervision;
- ◆ \$ Cost;
- ◆ Appropriateness for age group;

The location of camps may vary from year to year and will not be repeated simply based on the assumption that it is a 'tradition' or "... because we have always been to that camp for that year level".

DURATION OF CAMPS:

Each camping experience will target the age and year level of the students. The duration of the camp will be determined by the year level teachers in consultation with the Principal and the camps will not exceed the duration recommended below for each year level:

- **Prep:** half-day program at school
- **Year 1:** day program at school (into the evening)
- **Year 2:** up to one night (may be at school sleepover or at a campsite)
- **Year 3:** up to 2 nights
- **Year 4:** up to 3 nights
- **Year 5:** up to 3 nights
- **Year 6:** up to 4 nights



STUDENT ATTENDANCE AT CAMP:

The camping experience is considered an integral aspect of our school curriculum. It provides children with one of the most memorable and valuable experiences. It is therefore an expectation that all students will attend camp. The camp experience helps children to develop valuable life skills that will carry them into adulthood; including independence, showing effort and emotional resilience. School staff work in partnership with parents/carers to pay attention to the needs of each child. We value parents/carers supporting our program through allowing their child to attend, showing commitment to what we are trying to achieve in our curriculum program.

Should you feel strongly about your child not attending camp, please discuss this with your child's teacher. You might also be contacted by one of the school leadership team to discuss your concerns further. Often, we can offer solutions where a problem with attending camp might arise. Where a student does not attend camp, an educational program will be developed, and the student will be placed in another year level for supervision during the camp period.

At the discretion of the Principal, persistent, inappropriate behaviour may lead to students being withdrawn from an excursion or camp before or during the event. In this case, parents/carers may be asked to collect their child. The obligations of students and parents are clearly outlined on the attached code of conduct.

RISK ASSESSMENT:

For every excursion or camp, teachers undertake risk assessment procedures to ensure that the activities, supervision and location of the camp adhere to Education Queensland safety guidelines. Many camp operators undertake their own risk management assessments and these are made available to schools to make them aware of what activities are offered and the inherent risks. All camp operators must carry a blue card certification, teachers may also visit camps prior to booking to assess the risks and meet with the camp operator. The school will have emergency and critical incident procedures in place for camps, which will be based on the location and the specific requirements of each camp site. These will be outlined in the letter which goes home prior to the year level camp taking place.

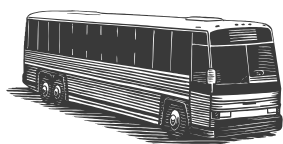
CAMP PAYMENT:

As with all school activities, we work hard to ensure that costs are kept to a minimum. Our aim is to make payment for excursions/camps as easy as possible. Therefore we have designed a number of payment plans, including:

- Lump sum up to 4 weeks prior to camp, up to 2 weeks prior to excursions
- Instalments, up to 4 weeks prior to camp commencement.

Payment plans can be negotiated with the school Business Services Manager.

Camp payments are refundable should a student not attend the camp, provided a letter of explanation is forwarded to the school, which allows us to then record this for audit purposes. If you are experiencing difficulty paying the excursion/camp costs through financial hardship, we encourage you to discuss this with the Principal to seek a solution. All discussions will remain strictly confidential.



TRANSPORTATION:

Travel may be by train, bus, boat, plane or private car. When travelling to/from an excursion or camp, seat-belted buses will be used to transport students if travelling outside a 50 kilometre distance from the school.

Transport by private car will occur only within a 10 kilometre distance from the school. Private transport requires key paperwork to be completed by the driver; ie copies of driver's licence, insurance and vehicle registration to be provided to the school office.

CATERING:

When selecting a venue, teachers take into consideration the nutritional value of the menu as a whole. Where necessary consultation will take place with the camp operator to modify the menu to suit the school requirements. Students with specific food allergies or dietary requirements will be catered for, provided parents indicate this requirement on the appropriate form when camp information is sent home.



WET WEATHER:

Occasionally camps and excursions can be effected by inclement weather conditions. Teachers work closely with activity providers to ensure that any effects are minimised. Excursions may be cancelled on the day of due to poor weather conditions. In this event a rescheduled date convenient to the learning needs of students is negotiated with the activity provider. Camp providers take into consideration weather conditions as a part of their risk management, and offer a range of activities negotiated with attending teachers should poor weather mean planned activities cannot be conducted.

PARENT/CARER ATTENDANCE ON CAMPS:

In some instances, it is necessary to request that a number of parents/carers attend the camp to offer additional assistance with supervision and participation in activities. Often there are numerous parents who would like to attend, but as you can appreciate, this is not possible due to a range of factors, least of all the fact that the camping experience is all about developing independence in the students. When teachers select the parents who attend the camp they may base their selection on some of the following criteria:

- ◆ First aid or medical experience/ knowledge;
- ◆ Qualifications or interests in specific activities which are offered at the camp;
- ◆ Ability and willingness to follow directions from the teacher in charge and to manage a group of students;
- ◆ Ability to allow their own children to experience the camp and develop their individuality and confidence;
- ◆ The need for 'one on one' supervision for a child with special needs;
- ◆ To be positive role models for all children and develop the 4 school values;
- ◆ Gender mix to balance the parent supervisors/ teachers attending;
- ◆ Specific needs of the students and the demands of the camp- many camps can be physically challenging and require a level of fitness.
- ◆ The need for parents based on the level of supervision on the camp which is provided by the camp operators.



Ultimately, the camping experience is designed for the students to build a level of independence, and if a parent is to attend, it is not a given that their own child will be placed in their group for supervision. It is important that teachers feel confident and comfortable with those who might be selected to assist on the camp. The decision as to which parents/carers and how many attend rest with the class teachers in consultation with the school principal/ deputy principal.

PARENT/ CARER SUPERVISOR SELECTION PROCESS:

When the camp venue is decided, class teachers will send home an '**Expression of Interest**' form, to be completed by those parents interested in attending a school camp. Teachers will assess their suitability in terms of the above mentioned criteria. Where there are a number of parents with similar skills, abilities and interests etc . who wish to attend, the parents will be selected randomly. In some circumstances, it may be that a parent/carer may be required to hold a blue card. We ask that parents/carers respect the decision of the teachers in this selection process.

MANLY WEST STATE SCHOOL STUDENT CODE OF CONDUCT FOR CAMPS AND EXCURSIONS	
RESPECT	<ul style="list-style-type: none"> • Use Manners (e.g. please, thank-you, table manners, use of people's names) • Follow instructions and directions • Listen to others politely and attentively • Always use respectful language • Look after your own and others' property
RESPONSIBILITY	<ul style="list-style-type: none"> • Always be willing to help • Solve problems peacefully • Accept others and their differences • Co-operate with others in a fair and honest way • Consider other people's feelings and rights • Encourage one another and work together • If you need help...just ask.
EFFORT	<ul style="list-style-type: none"> • Participate in all activities. Try everything! • Wear a smile and have fun! • Help others enjoy camp too.
SAFETY	<ul style="list-style-type: none"> • Carefully listen to and always follow rules for the venue, activities and equipment. • Always remain in permitted areas only. • Protect yourself from the sun; be sunsmart. • Always move, play and act in a safe manner. E.g. Keep hands and feet to yourself • Act responsibly, especially in cabins/dormitories/toilets and shower facilities.

MANLY WEST STATE SCHOOL STUDENT CODE OF CONDUCT LOGICAL CONSEQUENCES		
	EXAMPLE OF ACTION	EXAMPLE OF CONSEQUENCES
MINOR	<ul style="list-style-type: none"> • Calling out • Not listening • Forgetting manners 	<ul style="list-style-type: none"> • Warning • Reminder of Code of Conduct
MEDIUM	<ul style="list-style-type: none"> • Continued minor level infringements • Rough play • Deliberately keeping others awake • Not completing duties • Teasing/bullying • Disrespectful language • And/or treatment of others 	<ul style="list-style-type: none"> • Time out from activity • Loss of privileges • Extra duties • Complete behaviour Management Plan • Relocation
HIGH	<ul style="list-style-type: none"> • Two Behaviour Management Plans • Continued medium level infringements • Deliberate, severe violent acts • Persistent disobedience or non-compliance 	<ul style="list-style-type: none"> • Exclusion from participation in camp or excursion. • Withdrawal from camp- parents contacted to arrange and/or pay for transport home.

Please note: Student attendance at camp is at the discretion of the Principal, (in consultation with class teachers). That is, if a student displays high level misbehaviour prior to camp, he/she can lose the right to participate. Students at risk will be informed in writing at least four weeks prior to the camp. If the time is less than four weeks, parents will be contacted by telephone.

**MANLY WEST STATE SCHOOL
EXCURSION PLANNER PROCEDURE**

DRAFT

Activity Description:

Today's Date:

An Excursion Planner is necessary for all excursions and incursions that incur a cost

Stage 1 – Prior to Approval (Timeline – 1 term prior to activity)	Responsible	Done
1. Discuss curriculum link at year level planning, nominate an excursion co-ordinator	Teacher	
2. Select date, gather necessary information from provider (cost, booking deposit etc)	Teacher	
3. Complete Excursion/Incursion date claimer (beginning of year) and discuss activity with DP	Teacher	
4. Arrange bus quote	BSM - Jenny	
5. Book venue/hall booking if necessary	Teacher/BSM	
Stage 2 – Approval Process (Timeline – begin 6 weeks prior to activity, finalised minimum 4 weeks prior)		
1. Begin Excursion Planner in OneSchool	Teacher	
2. Meet with SEP staff to discuss the needs of SEP students	Teacher	
3. Complete all necessary CARAs for activities - Use OneSchool template in Excursion Planner. Risk Assessments supplied by the activity provider can be attached to the first page of the Excursion Planner. Use the 'Other' template for extra information such as travel arrangements, toileting etc.	Teacher	
4. Collect information to share with BSM - Transport required including departure and arrival times; Cost for teachers and adult supervisors - staff:student ratio for FOC, staff/adults charged meals only etc; Is a deposit required and when are deposit and final payments due?; Cost of food component for students and adults	Teacher	
5. Meet with BSM to confirm the cost of excursion including the correct provisions for GST. Confirm Invoice Reference and cost per student to be recorded in Finance section of Excursion Planner (note Camps need to include Food and non-Food component)	Teacher	
6. Generate Letter + Consent form using school template and attach it to the first page of the Excursion Planner. Include curriculum purpose, uniform and meal requirements as per template. Email copy to Admin for signing and copying. Cut off for payment 5 days prior to activity at the latest (negotiate date with BSM).	Teacher	
7. Submit Excursion Planner in OneSchool for approval.	Teacher	
8. Excursion Planner approval by Admin (Curriculum/Finance).	Deputy, BSM	
9. Letter + consent form and invoices arranged (minimum 4 weeks prior to due date). Give BSM a list of parents to be invoiced as camp helpers.	Office Staff	
10. Print Student Medical Form from Excursion Planner, send home with Letter and Consent Form.	Office Staff	
Stage 3 – Final Approval - At least 1 week prior to the excursion/activity		
1. Meet with all attending teachers to review all details and brief staff on Risk Assessment. DP may attend.	All attending Staff	
2. Update Excursion Planner with Parent volunteer details	Teacher	
3. Final Approval of Excursion Planner (Principal)	Principal	
Stage 4 – Final preparations - Day prior OR Day of activity		
1. Print excursion roll and emergency contact information for students attending, using OneSchool	Teacher/DP	
2. Ensure non-participants have been allocated to alternative class/es with appropriate school work. Provide office with a list of allocations for non-participants.	Teacher/DP	
3. Collect first aid kit/s from office	Teacher	
4. Brief students and supervisors on roles, potential hazards and precautions	Teacher	
5. Rolls, emergency contact details, permission notes and medical forms are taken on excursion- ONCE STUDENTS ARE MARKED ONTO THE BUS YOU MUST GIVE A COPY OF THE MARKED ROLL TO THE OFFICE BEFORE DEPARTURE	Teacher	
6. In event of an emergency or accident during the activity the school must be contacted immediately.	Teacher	
Stage 5 – After Activity		
1. Complete any accident/incident report documentation	Teacher	
2. Complete a review of excursion/activity and submit to Office	Teacher	
3. Complete excursion/activity reconciliation, refunds and cancel unpaid invoices	Office Staff	