EXCURSION & CAMP POLICY

School Board Policy Number Four
School Board Policy Number: Four

Endorsed: __________________________

Review: __________________________

Signed: __________________________
       (Chairperson)

Signed: __________________________
       (Principal)
Philosophical Basis

We believe that children receive positive and beneficial outcomes from being involved with and participating in school excursions and camps. These outcomes arise from the opportunity to experience a unique learning environment outside the school context and in social terms of personal and relational growth.

Education is an ongoing process that occurs in many settings, school being one of them. Education also occurs through live theatre, exhibitions, museums and galleries, industry, the Zoo etc and through the practical activities coordinated to achieve specific goals i.e. developing social skills, exploring aspects of society and the environment and enhancing student - student and student - staff relationships. To develop an understanding of God’s creation and to come to an appreciation of or role in caring for it, St Brigid’s Catholic Primary School will co-ordinate and plan activities that are relevant to the school’s educational program and the age of the children. Consideration of costs to parents will always be a part of the organisation of any such activity.

Mandatory Provisions

St Brigid’s Catholic Primary School will provide excursions/camps both inside and outside of the school. These activities will relate to the classroom teachers educational program and aim to develop the student’s knowledge, skills and values.

1. All children will participate in the school’s excursion / camp program. Extenuating circumstances for non attendance need to be discussed with the class teacher or member of the Leadership team.
2. Staff shall ensure that camps, excursions, etc are efficiently planned and in accordance with guidelines set down by the school. A copy of all camp details must be forwarded to the Principal at least one term prior to the event, while details of excursions shall be provided no less than two weeks prior to the excursion.
3. It is expected that staff will inform families when these activities occur via a detailed letter indicating the purpose, location, cost and permission component of the activity.
4. When planning camps, staff must provide for the designated staff/student ratio.
5. Generally children will be provided with the following experiences:
   Reception/ Year One and Two
   – One night ‘Sleep Over.’
   Year Three & Four
   – Two day camp at school.
   Year Five - Seven
   – Three day camp (Tent or dormitories)
Where multi age classes exist, every effort must be made to be inclusive of the whole class.

1. Parent participation in supervising of camps and excursions is both welcome and may be required.
2. All volunteers must be informed of expected conduct, in accordance with school procedures including Child Protection and Occupation, Health and Safety Welfare. All supervising staff must have a current Police Clearance.
3. Staff must make themselves aware of their role and obligations when planning a camp. Provision for the safety of students is paramount at all times.

Students who fail to adhere to camp rules or place themselves or others in danger through inappropriate behaviour will be excluded from the camp. It is the responsibility of the parent/s to collect the student/s.

Bases of Discretion - Camps

1. Camps and sleepovers from Reception to Year 3 are optional, and will be determined by the class teacher.
2. Additional, low cost camps during Years 4–7 may be held, these will be determined after consultation with the Principal.
3. The role of parents will vary, according to the nature of the camp and the degree of supervision provided there. Staff expectations of parent help must be explicitly expressed prior to the camp.
4. Transport for camps will always be with professional transport companies that have businesses which address the legal requirements associated with transporting children. Self drive buses WILL NOT be allowed.
5. It is expected that children not attending their year level camp will attend school and undertake the lesson material provided.
Resources

1. Staff will find procedural advice, checklists and guidelines in the Catholic Education Office guidelines.

2. St Brigid’s Catholic Primary School will levy parents an amount felt relevant by the staff and supported by the School Board, to facilitate participation in excursion activities both inside and outside of the school.

3. The cost of camps/ excursions etc is to be borne by parents, in addition to school fees. At least a term’s notice will be provided to families to assist with budgeting for school camps. It is our aim to ensure all children can attend and no child will be denied the opportunity to participate due to financial constraints.

Evaluation

It is expected that the EXCURSION AND CAMP POLICY will be reviewed on a regular basis.

It is anticipated that this will occur every three years.

Appendix 1 – Recommended Ratios

- Bike Riding: 1:8
- Bush Walking: local areas 1:10, rugged areas 2:10
- Camping: residential 1:15, canvas 1:10
- Canoeing: 1:6
- Caving: 2:10
- Excursions (transport): 1:20
- Fishing: 1:10
- Horse riding: dressage 1:10, trail riding 2:8
- Rock climbing: 1:4-6
- Sailing: 1:4-6
- Surfing: 1:6-8
- Snorkelling: 1:7
- Snow skiing: resorts 2:10, away from resort 1:5
- Swimming: (R-2) 1:10, (Yr 3-7) 1:15, Beach (R-2) 1:6, (Yr 3-7) 1:10
- Table Tennis: 1:15
- Tennis: 1:15
- Touch Football: 1:15
- Trampoline: 1:15
- Volleyball: 1:15
- Korfball: 1:15
- Lacrosse: 1:15
- Netball: 1:15
- Orienteering: (Yr 5-7) 1:10
- Rock climbing: (R-5) 1:4, (Yr 6-7) 1:6
- Skating: (Yr 6-7) 1:10
- Rugby: 1:15
- Snow skiing: 1:8
- Soccer: 1:15
- Squash: 1:12

NB Epileptics: 1:1