

### Rationale

Hazel Glen College's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our College.

### Aims

- a) To provide all children with the opportunity to participate in a sequential camping program.
- b) To provide shared class experiences and a sense of group cohesiveness.
- c) To reinforce and extend classroom learnings.
- d) To provide a program that delivers skills and knowledge that potentially leads to a lifelong involvement in worthwhile leisure pursuits.
- e) To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance of others.

### Implementation

#### 1. Camp Preparation

- 1.1. A camp is defined as any activity involving at least one night's accommodation.
- 1.2. The program will be developed sequentially throughout the school from Year 2 to Year 12. Prep and Year 1 students participate in camp readiness activities. In years 2 to 12, students participate in the camping program involving overnight stays.
- 1.3. All families will be provided with approximate venue, types of activities, dates and costs associated with the following year's camps. This information will be provided in a manner that allows them to provide an informed consent to their children attending camps.
- 1.4. All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- 1.5. Only children who have displayed sensible, reliable behaviour at the College will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their privilege to participate in a camping experience due to poor behaviour at the College. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the Assistant Principal, Head of School, Year Level Leader and student's teachers. The child will be required to attend school during these days.
- 1.6. All camps require College Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the College Council will include: -
  - a) The educational aims and objectives of the camp.
  - b) The names of all adults attending and their expertise and experience.
  - c) Travel arrangements and costs.
  - d) Venue details and an itinerary of events.
  - e) Procedures followed to ensure the safety of the children.

- f) Details on the number of students not attending the camp.
- g) Alternative program for students not attending camp.

The above information will be provided to the Principal at least a week before the College Council meeting date.

## 2. Camp Costing

- 2.1. Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Year Level Leader or Head of School. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- 2.2. All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a month before the camp departure 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 confirmed by the Principal.
- 2.3. Office 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.

## 3. Camp Management

- 3.1. The designated teacher in charge of each camp will ensure that all camp, bus arrangements and camp activities comply with Department of Education and Training guidelines. The "Notification of School Activity" form will be completed online three weeks prior to the camp departure date.
- 3.2. All students will be required to provide written permission from their parents to attend the camp, as well as a completed "Confidential Medical Information and special dietary requirements Information for College Council Approved Excursions" form. The teacher in charge will also ensure that the camp caters for all students with medical conditions (eg. special dietary requirements) and disabilities.
- 3.3. Classroom/Home Group teachers will be given the first option to attend camps.
- 3.4. The College will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp.
- 3.5. A senior staff member will be in attendance at the College whilst the children are returning from camp. The teacher in charge will communicate with this person in regards to the anticipated return time.
- 3.6. In the event that our College does not meet 1 to 10 teacher : student ratio we will seek parent assistance.
- 3.7. When deciding which parents will attend, the camps committee will take into account :
  - a) Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
  - b) The need to include both male and female parents.
  - c) The special needs of particular students.
  - d) Parents selected to assist with the camps program will be required to undertake or supply evidence of a Working with Children Check.
  - e) The school will pay for the associated camp costs for parents.
- 3.8. Parents will agree to collect their child from camp, as part of the permission process, if their child exhibits behaviour that is considered unacceptable. The teacher in charge, in

consultation with the Principal, Assistant Principal, Head of School or Year Level Leader will make this decision. Costs incurred will be the responsibility of the parent.

### **Related Policies / Documents**

Code of Behaviour  
Anaphylaxis  
Food Sharing  
First Aid

### **Evaluation**

This policy was created in term 3 of 2016

This policy will be reviewed annually at the conclusion of the school's camps program, and as part of the school's three-year review cycle.