



Camp Planning Policy

Glencoe Central Primary School

INTRODUCTION

Overnight camps are appreciated by the school community, though they are planned and undertaken by willing staff members rather than a definite expectation where all classes will be involved. Teachers who wish to make a proposal to take their classes on camp each year may do so. However, there are important issues and criteria that govern these proposals including learning outcomes, camp costs, destinations and mode of transport to be used.

PROPOSAL CONSIDERATIONS AND CRITERIA

All students (depending on the classroom structures in that year) may be included in the school camp program. For students to be involved in the camp program all school fees must be paid in full, or where a previously negotiated payment plan is in place, all installments must be up to date at least 2 weeks before the proposed camp date. All camp fees need to be paid in full prior to attending camp. Camps may be for whole school or smaller groups.

The following parent concerns with students taking part in camps will be addressed through the planning and proposal stages at all times. The following will be addressed through written information, a parent information meeting during the planning process and through establishing camp roles with the camp leaders group.

- Expenses of activities and facilities / camp budget
- Educational quality of the camp / activities / destinations
- Supervision issues / expectations
- Safety of activities / venues
- Travelling arrangements

As a guide for costing and planning school camps staff should take into consideration the length, destination, venue and activities planned for the camp.

Destination considerations should include:

- a) whether the camp should be local (eg Nelson or Robe) or a larger camp (eg Adelaide, Ballarat).
- b) whether the camp be an individual class or whole school participation.

Teachers will notify parents of an impending camp preferably 2 terms before camp date.

SITE MANAGER AND ALL STAFF, EDUCATION / TRAINING

Staff understand current policies and procedures regarding the planning and implementation of camps. Teachers will plan with the aid (as needed) of Finance Officer and site leadership. During the camp planning process it is expected that the 'Camps and Excursions – Guidelines for Schools and Pre Schools – DECS 2007' will be followed. This includes relevant Risk Assessments. It is important to involve the site leader during the proposal and planning stages of camp development.

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