



**Our Lady of Hope School
Greenwith**

POLICY DOCUMENT

CAMPS, EXCURSIONS & INCURSIONS

SCHOOL CAMPS/ EXCURSIONS/ INCURSIONS POLICY

Rationale

Our Lady of Hope School recognises and values the importance that school camps, excursions and incursions offer to student's learning in providing them with experiences that help support their academic, social and emotional learning.

Accordingly, school camps, excursions and incursions involve a range of activities and associated costs and this policy states the terms under which staff, children and parents may undertake these activities.

Definitions:

For the purpose of this policy the following definition of camps, excursions and incursions are as follows:

Camp: A school activity which involves children staying one or more nights at a location which is located away from the school.

Excursion: A planned activity as part of the learning program involving a same day return trip to a location away from the school.

Incursion: A planned activity as part of the learning program which involves an external provider coming onto the school site to work with the children.

Sleepover: An activity whereby students remain at the school and stay overnight inside or within the school grounds.

Purpose

The implementation of this policy is to ensure that all children who attend Our Lady of Hope School have access to school camps, excursions & incursions; keeping in mind their age, distance, cost and the ability of families to meet the costs.
(See under Financial Considerations).

Aims of School Camps/ Excursions/ Incursions

1. To give the children an educational learning experience outside the school environment, but linked to a relevant classroom program.
2. Help to develop social skills when children are grouped together and are dependent on each other outside the school environment.
3. To provide children with learning and life experiences which may not be able to be provided to students in the course of a normal day on the school site.
4. To aid in bonding of student to teacher, teacher to student and student to student relationships.
5. To teach the students responsibility, care, support and an understanding of each other.
6. To teach the students understanding of oneself and the consequences of one's actions.
7. To teach the students independence to manage themselves away from the family environment and to feel safe in a camp/excursion situation.
8. To help parents understand the child's need for limited independence.
9. Give students an understanding of the natural environment outside their classroom.

Fulfilling the Aims of Camp/Excursion \ Incursion

- Excursions & incursions should have a definite link with what is being taught in the classroom, with some introductory work taught at school prior to the camp/excursion/incursion and follow-up work on the children's return. It is acknowledged that some school excursions\ incursions are held as a fun end of year celebration or to assist students to develop group cohesion.
- Camps are designed to provide children with opportunities to have new experiences, develop independence away from their home and assist in the development of positive relationships. All camps are required to be thoroughly planned, ensuring age appropriate activities, student safety and the need to cater for individual student differences.
- Camps and excursions need to be structured so that the students take responsibility for their welfare, as well as sharing responsibility for others. Students need to encourage and support those who find the camp/excursion environment difficult.
- The school will work with families to support students with medical or emotional difficulties in order to develop plans to assist these children to access part or all of a camp or overnight experience. Where possible this may involve negotiation of part time attendance at camp by some students at a negotiated cost to families.
- Families are expected to support school camps as part of the school's curriculum.

Policy For Reception - Year 7

- School camps are regarded as part of the school's curriculum and therefore unless there are exceptional circumstances, all children are expected to attend School camp.
- Reception - Year 3 classes may be involved in local sleepovers and day trips only.
- Year 5/6/7 camp, to be held preferably in Term 1 from the commencement of 2019.
 - i. The camp will usually be two (2) nights.
 - ii. Camp will need to be organised in Term 4, of the previous year.
- Year 4 Students may engage in a one or two night camp experience. The decision to alter this on a year to year basis will be at the discretion of School Leadership.
- Teachers who are in their first year of teaching will not be given permission to conduct a school camp unless accompanied by a teacher of two or more years teaching experience.
- Teachers will aim to ensure that the cost of excursions throughout the year remains within the excursion levy charged as part of the composite fee.
- Permission may not be given to a teacher in their first year of teaching to conduct an excursion unless accompanied by a teacher of one or more years of teaching experience. Final decisions on teachers taking students on excursions will be made at the discretion of Leadership.
- Leadership with the support of the School Board reserves the right to alter the length of a camp or to not hold a school camp in a given year.

Procedure

- All school camps and excursions will be planned, organised and conducted in accordance with the procedures and guidelines contained in the **CESA Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools**.
- For a school camp, teachers are to give a brief indication and outline of their intentions at their parent/teacher information night in Term 1 if possible.
- Camps are to be organised as a year level camp, not as a class. Considerations need to be taken into account for composite classes.
- Unless there are exceptional circumstances (i.e. medical or family reasons), every child is expected to attend a school camp/excursion.
- For a school camp, teachers are to formally inform parents (**of approximate cost involved and venue**) **ten (10) weeks** (minimum), prior to the camp date and obtain relevant information and permission (via medical forms), **two (2) weeks** (minimum), prior to the camp date.
- For a day excursion, teachers are to inform parents of relevant information at least **seven (7)** school days (minimum), prior to excursion.
- For safety reasons and keeping in line with pupil: adult ratios (**see CESA Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools**), adults may be invited to join the camp/excursion. Who is to be invited will be at the discretion of the class teacher and Leadership.
- Adults who attend camps or excursions must have a current Catholic Police Clearance.

Financial Considerations

- Consideration will be given at all times regarding the cost of the camp and the ability of parents to pay.
- Where parents withdraw their children from a school camp at short notice, after bookings have been made, the parent may be responsible for paying any costs incurred as a result of this late withdrawal.
- Children will be given permission to withdraw on medical and compassionate grounds only, at the discretion of the Principal.

Student Behaviour

- Consideration will need to be given to students' behavioural history. Children whose behaviour has been inappropriate in the past may be excluded from attendance at the camp or excursion. A decision to exclude a student will only be made if it is deemed that a student's behaviour may impact on the safety, wellbeing and enjoyment of other students, staff and volunteers on the camp or excursion or if it is deemed that taking the student will compromise the teacher's ability to adequately care for other students on the camp or excursion. Such decisions will not be made lightly and will need to be approved by school leadership.
- If a child repeatedly misbehaves on camp, staff should consult with school leadership to determine appropriate action. It may be necessary to contact the child's parent, instructing them to come and pick the child up at their cost. Time lost on camp due to misbehaviour will not be reimbursed by the school.
- In exceptional cases it may be necessary for a child to return to school from an excursion because of unacceptable behaviour. A decision about this and arrangements for how this would be achieved would be made in collaboration between the excursion leader and school leadership.

Staff Responsibility

- Staff conduct should at all times be in accordance with the professional standards expected of teachers in Catholic schools.
- Teachers are reminded that their professional duty of care extends beyond school hours, requiring them to be more aware of their behaviour in front of their students.
- The more casual atmosphere of care beyond school hours should not result in a lowering of standards or supervision.



Chairperson

17-9-2018

Date



Principal

17-9-2018

Date