

DIMBOOLA PRIMARY SCHOOL CAMPS, EXCURSIONS AND INCURSIONS POLICY

Rationale:

Dimboola Primary School has established a program of excursions, incursions and school camping activities to complement the academic curriculum and assist students to develop social skills and expand their experiences and perspective.

The philosophy of the Dimboola Primary Schools' incursion, excursion and camping program is to:

- Reinforce, complement and extend learning opportunities beyond the classroom.
- Develop a program that promotes self-esteem, establishes resilience, builds independence and fosters co-operation between students and staff.

Purpose:

The purpose of this policy document is to:

- Define an incursion as any activity inside the school grounds.
- Define an excursion as any activity beyond the school grounds.
- Define a camp as any activity involving at least one night's accommodation beyond the school grounds.
- Outline the guidelines for organising events.

Responsibility of all members of the school community:

The organisation of any excursion, incursion or camp is a co-operative endeavour undertaken to enhance the learning opportunities for all students. As such, each stakeholder has responsibilities.

Responsibility of Parents and Carers:

- Students are to be dropped off **at** the nominated time on the day of departure.
- Students are to be collected **at** the nominated time of arrival on the day returning.
- Students are eligible to participate in excursions, incursions or camps when payment has been made in full by the designated due date and the permission note, medical form and behaviour form has been signed and returned.
- All families will be given sufficient time to make payments for excursions, incursions and camps prior to departure. Sufficient time is considered to be at least 4 weeks for Excursions/Incursions and at least 2 months for Camps.
- Student misbehaviour whilst on school excursions or camps will not be tolerated. Parents or carers will be contacted and are responsible for all costs associated with picking up students if this occurs. Refunds are not available under these circumstances.
- Students must wear their full school uniform whilst on excursions unless otherwise instructed.
- Parents/carers may be invited by the teacher in charge to assist with the co-ordination and delivery of excursion or camp activities. If invited to participate, parents/carers must assist in the running of the camp/excursion and may be required to pay any costs. Parents/carers must also have a current 'Working with Children Check'.
- Ensure payments are made by the specified due date. Late payments will not be accepted.
- Parents who have paid for a camp or excursion and require a refund due to their child not wanting to attend will only receive either a refund to for that portion which has not been committed or already paid. A full refund is available if a medical certificate is provided as to why the child cannot attend the camp.

Responsibility of the Principal:

- Ensure the excursion and camp policy is implemented in a fair and consistent manner
- Nominate a teacher in charge for each excursion, incursion or camp who will co-ordinate and manage the activity.
- Ensure an outline of the excursion and camping program is available to students, parents and carers in the School Information booklet.
- Make provision for a payment plan option for parents/carers seeking support.
- Maintain a procedural checklist to ensure compliance with Department of Education guidelines and other regulatory requirements.
- Students who have demonstrated continual misconduct at the school level may not be eligible to attend an excursion or camp. Under these circumstances alternate educational arrangements will be made and no refund will be available.

Responsibility of the Organising Teacher:

- Meet with the Principal to discuss the proposed camp or excursion and complete the camps and excursions checklist no less than 6 weeks prior to the planned date for an incursion/excursion or 3 months prior to the planned date for a camp.
- Maintain a procedural checklist to ensure compliance with DEECD guidelines and other regulatory requirements.
- Ensure payment is finalised prior to the date of the event according to the camp/excursion coordinator's timeline.
- Meet with the Principal to complete final camps and excursions checklist 3 weeks prior to the planned date for the event.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....	2017
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