



Chilwell Primary School

"Learning for Life"

Gavan Welsh – Principal

No.2061

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POLICY: CAMPS AND EXCURSIONS

1. Purpose:

Activities such as camps, excursions and school based activities are most valuable in not only extending children's intellectual and social development, but also in offering unique experiences for students to develop a sense of responsibility and a degree of independence. These activities should reflect and extend classroom programs.

2. Guidelines:

DET guidelines as found on website

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx> are to be closely observed and followed explicitly.

The organization of the camp or excursion is to be undertaken by the relevant coordinator, in consultation with the Principal. The coordinator is responsible for the completion of all appropriate documentation, including a Risk Assessment, the Excursion Register and a Costing Worksheet. Upon completion all forms must be submitted to the Principal for endorsement.

When planning a camp or excursion the following aspects must be considered:

- Whole school curriculum focus and planning
- Cost considerations
- Staffing availability and supervision
- Provision for whole school participation in special events

Teachers refer to camps/excursions checklist – refer intranet under forms.

The type of camping program is influenced by the number of students and the structure of the years 4, 5, 6. It is presently envisaged that the camping program schedule for Chilwell will involve:

- Year 6 annual camp (3-4 night duration) -
- Year 5 annual camp (3-4 night duration) - both currently 2 nights
- Year 4 annual camp (1-2 night duration)

3. Implementation:

- 3.1 Parents will be informed well in advance as to the planning of the camps/excursions through newsletters, department notes.
- 3.2 Parents will be given the opportunity to pay in instalments.
- 3.3 All documentation will be completed and submitted for endorsement.
- 3.4 Parental involvement will be encouraged with expressions of interest sought and subsequent selection of required numbers determined by the coordinator.

4. Evaluation:

- 4.1 Feedback to be sought and collected from coordinator and all associated staff – formal format or informal.
- 4.2 Feedback and written evaluation to be collected from student body.
- 4.3 Feedback to be collated and entered onto Excursion Register Evaluation form.

5. Excursion Notes:

- 5.1 Signed forms returned to school are to be retained within the Excursion Notes file for 7 years.

Ratified:

This policy has been ratified by School Council – October 2016.

Review: Biennially