



WALLAROO MINES PRIMARY SCHOOL CAMPS & EXCURSIONS POLICY

These are an important aspect of student learning. They are organised and conducted in accordance with Department policy.

See <http://www.decs.sa.gov.au/docs/documents/1/Camps and ExcursionsGuide.doc>

It is essential for all camps and excursions that staff read "Camps and Excursions Guidelines for Schools" and complete any necessary paperwork. All plans and paperwork should be given to the principal and the principal's approval gained. The following points may assist in planning:-

- Upper primary aged students will generally be offered a school camp each year with the 'odd year' being at Port Vincent for aquatics and the 'even year' camp in a 'non Peninsula' location.
- An expression of interest will be provided for families early in the school year of the camp location and likely cost. Parents will indicate their child's likely participation and a decision will then be made to proceed with the camp.
- Invoices for camp will be provided in advance, at least one week for every \$10 of the cost of the camp with the opportunity to pay in instalments.
- All camp and excursions will have clear links with student learning programs.
- Students are not permitted to take mobile phones on camps/excursions. Any electronic items taken are students' personal responsibility. The school is not responsible for loss, theft or damage. Taking such items is discouraged.
- Children will be supervised at all times.
- Excursions should be planned thoroughly and well in advance. Parents should be given at least four week's notice (or more if possible) if any expense is involved. Parents should be advised of special needs eg lunch, walking shoes, hat etc.
- Suitable arrangements must be made for the children not taking part in an excursion.
- Any serious cases of misbehaviour should be notified to the principal immediately on return to school.
- Ensure a first aid box is taken on all excursions - a bum bag for walking with student medicine labelled, mobile phone and class list.
- Teachers should ensure that any yard duty etc that they are responsible for is covered by mutual agreement with another teacher.
- All camp money should be placed in a school account and not remain in the teacher's possession.
- For sleepovers and camps, the checklist must be completed and given to the Principal at least one week in advance.
- Each year parents provide written permission for local excursions – these may include visits to the library, rec centre or park. Parents are informed of these excursions but separate permission is not generally required.