

Stockdale Road Primary School EXCURSION, INCURSION & CAMP POLICY

Responsibility: School Council

Reviewed: August 2013

Background:

Stockdale Road Primary School has established a program of excursions, incursions and school camping activities to complement the academic curriculum and assist students to develop social and other skills. The philosophy of Stockdale Road Primary Schools' excursion, incursion 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 excursion as any activity beyond the school grounds;
- Define a camp as any activity involving at least one nights accommodation
- 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 has been 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:

Event	Minimum notification
Incursion/Excursion	4 weeks
Camp	2 months

- 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 contribute and may be required to pay any costs associated with the excursion or camp. Parents/carers must also have a Working with Children Check
- In instances where the school incurs a non-refundable cost when booking camps and excursions, refunds will **NOT** be available
- To ensure payments are made by the specified due date. Late payments will not be accepted

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 for the school year is available to students, parents and carers
- 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 serious misconduct or who have a current disciplinary action against them are not 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 and/or Assistant Principal to discuss the proposed excursion and complete part A of the camps and excursions checklist no less than 10 weeks prior to the planned date for an incursion/excursion or 3 months prior to the planned date for a camp
- Ensure payment is finalised a minimum of 3 weeks prior to the date of the event
- Meet with the Principal and/or Assistant Principal to complete part B of the camps and excursions checklist 3 weeks prior to the planned date for the event

This policy is to be reviewed in 3 years time to be endorsed by School Council.

This policy was last ratified by School Council in

October 2103

