



## CAMPS AND EXCURSIONS POLICY

***At Morphett Vale Primary School we believe that:***

**Students should be given the opportunity to access resources and learn in environments outside the school.**

Excursions and Incursions will be planned to support a curriculum area and will serve an educational purpose. Teachers build into their class teaching program a lead up to excursions/incursions and a follow up afterwards. Morphett Vale Primary School staff do not support overnight camps but are committed to providing similar experiences through day trips. Kick Start for kids camps are hosted by our school each holidays for a week. This opportunity is offered to identified students on a rotation basis.

**The school aims to provide incursion and excursion opportunities for all students so that they may:**

- learn in and out of class/school situations
- work in groups, outside of the home and school environment over extended periods of time
- further develop social skills such as cooperation, tolerance, communication, individual and group interaction
- interact with adults and other students in a different environment
- extend their understanding of their physical and cultural environment
- be involved in the decision making, planning, preparation and presentation processes associated with these opportunities.
- further develop their problem solving and life survival skills

**The Principal has a responsibility to:**

- supervise the organisation of an incursion or excursion – approving the Risk Assessment and correspondence
- ensure that financial costs allow for all students to participate
- ensure that the programme is balanced and suitable for the age group
- ensure suitable arrangements are made for the safety of students and adults involved in the camp/excursion
- ensure that the Education Department guidelines are met
- ensure that all staff have training and development and access to information so that effective programmes can be developed
- ensure that staff are familiar with the excursion site or camp so that maximum use can be made of the programme



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- ensure that the chosen location meets acceptable safety standards
- provide opportunities for time payment if requested by parents

### **Teachers have a responsibility to:**

- provide opportunities for a wide range of educationally valuable indoor and outdoor experiences through incursions or excursions.
- ensure that a camp or excursion does not discriminate against students because of cost
- ensure that the program is forwarded to the Principal for approval
- draft an annual programme in consultation with all staff so that there is coherence between years and so other school activities can be adjusted
- notify parents of the intent, purpose, venue, date and requirements of all excursions or camps to be held as soon as is practicable with as much advance warning as possible.
- ensure that all incursion/excursion fees are received no less than a day prior to the event.
- ensure Education Department regulations and guidelines are followed
- ensure that when using private cars each child wears an approved seatbelt and the vehicle has Third Party insurance cover
- ensure that all medical information and medication is collected and available
- ensure no mobile phones/electronic will be taken on incursions/excursions by the students (unless written into an NEP).

### **Students have a responsibility to:**

- consistently demonstrate school values leading up to incursion/excursion in order to ensure participation
- participate in class planning for the incursion/excursion
- follow the direction of teachers and all adults
- observe school and class rules
- act responsibly with other students
- act responsibly to care for other's property and rights
- be responsible for one's own belongings
- provide feedback on the incursion/excursion

### **Parents have a responsibility to:**

- support the school's programmes by encouraging their child's participation
- assist on excursions if able (if they have up-to-date clearances)



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- provide feedback on the camp/excursion,
- provide full medical information and any required medication
- notify the school if cost prohibits participation of their child

### **Excursions/Incursions**

The number of excursions/incursions in one year will vary amongst classes and will depend upon the classroom teacher's evaluation of the needs of the students bearing in mind the principles underlying policy.

It is desirable that all students have an opportunity to participate in one excursion/incursion each term.

**To Be Reviewed: 2021**