



Whyalla Town Primary School

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Government
of South Australia

Department of Education
and Children's Services

Camps and excursion policy

Whyalla Town Primary School

Rationale

- The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an aspect of the educational programs offered at our school.

Aims

- To provide all children with the opportunity to participate in a camp/sleepover program.
- To provide shared experiences and a sense of group cohesiveness.
- To reinforce and extend school learnings.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

Implementation

- A camp is defined as an element of a student learning program involving one or more overnight stays in a location in or beyond the school grounds.
- The principal must approve all camps.
- The principal will ensure that all school camps are maintained at a reasonable and affordable cost.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Students whose payments have not been finalised at least one school week before the departure date will need to organise alternative payment arrangements with the Principal.
- Every attempt will be made for students not to be excluded from camps and sleepovers simply for financial reasons. Families will be given sufficient time to make payments for individual camps. Parents will be sent a reminder message from the teacher through the REMIND App a fortnight before camp departure reminding them of the need to finalise payment.
- Any family who has not met the required payment for a previous camp will be unable to participate in the camp program until this payment is finalised.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- The designated "Teacher in Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with DFE guidelines. All students will be required to provide written permission from their parents to attend the camp, as well as updated medical information.

- Copies of completed consent forms, and medical details of students must be carried by the Teacher in Charge of the camp at all times.
- Classroom teachers will be given the first option to attend camps.
- The school will provide a mobile phone and first aid kits for all camps.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.
- Parents will be invited to assist in the delivery of school camps through an expression of interest. When deciding which parents will attend, the camps committee, Teacher In Charge and principal will take into account –
 - Any valuable skills the parents have to offer. e.g. first aid etc
 - The special needs of particular students.
 - Suitability of parents.
- Parents selected to assist with the camps program will be required to undertake a Working with Children's check, volunteer training and complete an induction programme online covering Mandated Notification (RRHAN-EC) and WHS requirements as well as providing proof of COVID-19 Vaccinations.
- Parent volunteers will not be required to pay the accommodation and meals cost of the camp.
- Children who display behaviour concerns will follow the school processes, including but not limited to behaviour plans. If the behaviour plan is broken, the principal reserves the right to not allow the student to attend camp due to the risk to themselves and others. Parents will be notified if a child is in danger of losing their invitation to participate in a camp experience due to unacceptable behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.
- Teachers need to identify students at risk (health/ disability/behaviour) and inform the principal. A risk assessment will be conducted to ensure that support structures are in place to successfully include all students and to maximise student participation.
- Parents will be required to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- Students not attending camp will need to attend school and an alternative program will be provided.
- Students that are on medication will need to supply their labelled medication and medication authority to the Front Office prior to the commencement of the camp.
- Yard duties will be organised by admin to cover teachers that are on camp.

Evaluation

This policy will be reviewed at the conclusion of the school's camps program, and as part of the school's three-year review cycle

An example of camp duration

Year	Camp
Reception	Incursion
Year 1	1 night sleep over
Year 2/3	Overnight stay close to Whyalla - e.g. Pt. Lowly, Pichi Richi
Year 4	1 night stay- e.g. Zoo Snooze/Monarto Adelaide
Year 5	2 night stay- e.g. Errappa/Arbury Park/Illawonga
Year 6	2/3 night stay -e.g. Woodhouse

Camp programs / sleep overs will run biannually, excluding Year 6 camps which will run annually.

Communication and review

- Consultation has occurred with:
- Students through meeting with student leaders (SRC) to discuss and seek feedback on the policy
- The broader community by invitation for feedback published in our school newsletter and with consultation with parent members of our Governing Council.
- Staff through email and consultation to seek feedback on the policy.
- The policy is accessible via the school website ([School Policies & Procedures - WTPS \(whytownps.sa.edu.au\)](#)).
- If at any point you would like another copy of the mobile phone policy please see the front office.
- **This policy is reviewed on a 3 year review cycle.**
- **This policy was last ratified by Governing Council in February 2023.**

Questions, concerns and further information

This policy has been implemented by the school in line with the Department for Education's Camps and Excursion Policy. You can find more information about this policy and links to further resources for parents about camps and excursions on the department's website: [Camps and excursions policy \(edi.sa.edu.au\)](#)

If you have any questions or concerns about the department's policy, you can contact the department at:
Email: education.customers@sa.gov.au or submit an online feedback form.

Phone: 1800 088158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.