



CAMP / EXCURSION / INCURSION POLICY

POLICY DOCUMENT

Ratified by Staff/Policy Committee: 2022

Ratified by Governing Council: September 2022

Review Date: September 2024

POLICY STATEMENT

Trinity Gardens School believes that camps and excursions/incursions are a valuable part of a student's educational program to extend learning outside the classroom.

Camps and excursions/incursions will be planned to support the teaching and learning program. Teachers will build into their program a lead up to camps and excursions/incursions and a follow up afterwards. This may involve all areas of study and may cover a term or part thereof.

It is an expectation that all students will participate in a camp where possible. Parents/carers are encouraged to discuss with staff any concerns or issues about their child attending. Students unable to attend a camp will be required to participate in an alternative program at school.

POLICY DETAILS

CAMPS

At Trinity Gardens School we consider that camps provide opportunities for learning that are not available in the regular classroom, and are not available during regular school hours. The opportunities for learning and development include:

- Learning about the wider environment, through hands on activities in the outdoor environment.
- Opportunities to develop leadership and resourcefulness through accepting challenges and working as a team
- Social skills development and bonding as a class/ year level
- Links made to the Australian/Steiner Curriculum

Regularly scheduled camps

At Trinity Gardens School, we will provide a camp or 'camp-like' experience for students in every alternate year except in Year 6 which is yearly. Camps can occur throughout the year and families should be given at least a term's notice of any camp occurring.

Outdoor or 'camp like' experiences for R-2 may include sleep overs or night activities at school.

Mainstream camp years are every **ODD** year eg: 2023, 2025. It is expected that all classes will offer a camp like opportunity. Parents/carers will therefore be able to budget accordingly ahead for this year. Students will attend these camps together as a class group, rather than being split into year levels. We encourage like year levels to undertake similar camps and buddy up together.

Steiner stream camps

As part of the Steiner Education Curriculum, camps form an integral part of the learning. These have occurred yearly in the past for years 3-6 and will continue to be offered in alignment with this curriculum.

St Morris Unit

Due to the medical needs of SMU students, an on-site camp day will be held every second year. Through the Buddy Program, mainstream or Steiner stream classes may support the day.



Recommended budget limits for camps

To support families with multiple children in the school, costs will be kept to a maximum amount within the constraints of variable transport costs.

Camps = around \$350 per child

Proposed length of camp/camp-like experiences

The length of camps should be offered to suit the needs of the class and age level. It may be necessary to alter this suggested length in some years to meet the needs of particular cohorts or children.

- Reception – Night activity at school (no sleeping over)
- Year 1 – Night activity at school (no sleeping over)
- Year 2 – Night activity (no sleepover)
- Year 3 – Camp (1-2 nights)
- Year 4 – Camp (1-2 nights)
- Year 5 – Camp (2 nights)
- Year 6 – Camp (2-3 nights)

Attendance at overnight camps optional for teachers

As part of teachers' employment conditions, teacher attendance at overnight camps is *optional*. If a teacher is not able to attend their class camp they will still be required to organize one in the camp year and arrange alternative duty of care to the class by organising a change of teaching duties with another teacher in the school who is able to attend. Parents/carers will be notified of this staffing arrangement as early as possible in the planning process. The class teacher would then take on the duties of the teacher they have swapped with. At all times the appropriate student/ adult ratio will be maintained.

Legal Requirements

- These are in line with DfE policy and are non-negotiable.
- A risk assessment must be conducted for every camp and excursion/incursion.
- Parents/carers who attend the camps are for supervision purposes only and selected in negotiation with the class teacher. All adults who attend camp must have a current WWC clearance and attend Reporting Abuse & Neglect (RRHAN-EC) training. This must be completed at least **two months** prior to attending. Parents/carers are not permitted to attend camps as visitors, as this can be distracting and upsetting for some children.
- All vehicles must be fitted with seatbelts, including buses.
- No transport of any sort will occur on days declared as Catastrophic. Days where a total fire ban exists, a risk assessment will be undertaken.
- No alcohol will be consumed on camps.

EXCURSIONS/INCURSIONS

The purpose of excursions/incursions is to extend curriculum learning in various learning areas of the Australian Curriculum or Australian Steiner Education Curriculum.

Each year parents/carers are charged an excursion levy. In 2022 this levy is \$100.



- The Levy is due to be paid in full by week 2 term 1 – teachers to follow up payment of levy
- There is no provision for individual excursion payments
- Excursions/incursions included in levy are compulsory whole school curriculum swimming/aquatics \$30-40, book week \$5, science week \$5
- Teachers to provide plan to Principal & Business Manager for the remainder of curriculum based class excursions by week 3 term 1, to be advised to parents in class communication at start of year
- Other activities to take into account – Growth & Development, Dancify
- Excursion paperwork to be completed & lodged with Sharon a minimum of 4 weeks prior to excursion date
- Camp paperwork minimum 8 weeks to allow parents time to pay
- Paperwork on completion of excursions/camps must be returned to the Excursion/Incursion officer within 3 days after event – these documents are legally required
- EDSMART parent portal to be used for all excursion/incursions/camps/sporting activities
- Teachers to update parents each term with excursion/incursion participation & costs in each term overview – any queries from parents regarding expenditure of individual class levy to be directed to class teacher
- Principal to ensure each class expends levy in full for 2022 as there are no carry forward/refunds at end of year
- Excursions/Incursions start from week 5, term 1 and can go up to week 6, term 4. Graduating class/es are exempt from this (Yr6 graduating class pool excursion T4). Please limit end of year to on site class parties/activities.

Supporting Documents

This document is to be read in conjunction with [DfE Camps and Excursions Procedure](#)

Appendices (see Sentral) –

- TGS Camp/Excursion forms
- Volunteer Policy