



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

CAMPS POLICY

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 important aspect of the educational programs offered at our school.

AIMS

- To provide all children with the opportunity to participate in a sequential camping program from Years 3-6.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom 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 any activity involving at least one night's accommodation.
- The program will be developed sequentially throughout the school from Year 3 - Year 6.
- The School Council will ensure that all school camps are approved and maintained at an affordable cost, and comply with all Department of Education & Training (DET) requirements.
- The year level and school newsletters will provide parents with dates and costs associated with the upcoming camps.
- All camps will be budgeted for at the end of Term 3 of the previous school year with detailed and accurate costing presented to the Business Manager. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case by case basis.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices 2 weeks before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Where adult/student ratio is higher than the teacher numbers, parents of students will be invited to place an expression of interest in writing, and forward to the Year Level Camp Co-ordinator for consideration. Consideration will be based upon areas of need, support to staff, expertise and interest.
- The Year Level Co-ordinator will:
 - Ensure Year level camp is approved by School Council in its February Meeting.
 - 12 months prior - book camp venue and write in school diary. Write out a purchase order with approx. cost.
 - 6 months prior - complete the costing of camp and submit to the Business Manager.
 - 6 months prior - book coaches with seat belts. Write up in order book.
 - 10 weeks prior - send an initial letter home to parents outlining camp (where, when, who, cost, etc.)
 - 3 weeks prior - register camp details online on the School's Activity Locator (SAL) so that the location and numbers of the staff and students on camps and excursions are available to the Department's Emergency Management and Security Services should an emergency arise. <https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>
 - Organise and confirm staffing - including CRTs who are to replace staff at school [CRTs should be part of the budget]
 - 4 weeks prior - hold meeting with students to explain/discuss camp venue, cabins, food.
 - 4 weeks prior - hold an evening meeting with parents.
 - 2 weeks prior - inform the office and camp of definite numbers.
 - 1 week prior - send home a reminder letter to parents and confirm buses.
 - Distribute the following 3 notices:

Last Updated: August 2016

- a. school permission note and overriding letter
 - b. confidential medical information for camps form (see Appendix) – appoint staff member to be responsible
 - c. what to bring checklist
 - Ring camp with any special dietary requirements, birthdays.
 - Organise students into cabins, ensuring they are placed with some friends.
 - Contact parents of children with special needs emotionally/physically.
 - Ensure all permission/medical forms have been collated.
- On the morning of the camp: mark roll, take travel sickness items, first aid pack should be ready, collect all medication from parents clearly labelled, and ensure that children have their morning tea and lunch out of their main bag.
 - The school will ensure mobile phones are taken by staff on all camps.
 - Pick up procedures when arriving at school, after camp
 - Buses will park within the school grounds.
 - For safety and duty of care, teachers in charge will be located in an agreed/central location (communicated to families during the Parent Camp Information Evening and/or other means of communication), wearing a yellow vest for easy location.
 - Teachers in charge will mark the class roll, per the parent approaching the teacher directly.
 - Where students are not picked up, parents will be contacted or after care arrangements made.
 - Teachers in charge are to remain at school until all students have been picked up by parents.
 - 'Push notifications' via electronic means, i.e. Tiqbiz will be used to notify parents of more precise pickup times, if required.
 - A member of the School Improvement Team (Leadership) will be in attendance at school when the children return from camp. The Teacher in Charge will communicate with this person in regards to the anticipated return time.
 - Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend, the camps committee will take into account –
 - Any valuable skills the parents have to offer, e.g. bus licence, first aid etc
 - The need to include both male and female parents.
 - The special needs of particular students.
 - Parents selected to assist with the camps program will be required to ensure they have a current Working with Children's Check. The school may pay for the associated costs.
 - Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised and/or per the discretion of the Principal.
 - Office staff will be responsible for managing and monitoring the payments made by parents.
 - Only children who have displayed sensible, reliable behaviour at school will be invited to participate in a camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
 - Parents will be requested 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.
 - All camps require School Council approval. This approval should be sought at the February Meeting. Information presented to the School Council will include: -
 - The educational aims and objectives of the camp.
 - The names of all adults attending and their expertise and experience.
 - Travel arrangements and costs.
 - Venue details and an itinerary of events.
 - Risk analysis report and the procedures followed to ensure the safety of the children.
 - Details of the number of students excluded from camp.
 - Alternative program for students not attending camp.

EVALUATION

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

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School on September 13, 2016.

Signed.....


School Council President

Signed.....


Principal



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Appendix: Confidential Medical Information for Camps

This information is intended to assist the school in the case of any medical emergency. All information is held in confidence. Under the *Information Privacy Act 2000* and the *Health Records Act 2001*, schools have a duty to protect the privacy of the individual with regard to their personal and health information. All the personal and health information collected by this form will be kept confidential and only used for the purpose of providing appropriate care of your child. Health information is asked for so that staff can properly care for the student and withholding health information that may be required can put the student's health at risk.

Child's Name: _____

Date of Birth: _____

School Year: _____

Parent/Guardian's Full Name: _____

Address: _____

Postcode: _____

Emergency Phone Numbers: After hours: _____ Business hours: _____

Name and Address of Family Doctor: _____

Medical/Hospital Insurance Fund: _____

Contribution No: _____ Medicare No: _____

Please tick if your child suffers any of the following:

Asthma <input type="checkbox"/>	Bed wetting <input type="checkbox"/>	Blackout <input type="checkbox"/>	Diabetes <input type="checkbox"/>
Dizzy spells <input type="checkbox"/>	Fits of any type <input type="checkbox"/>	Heart condition <input type="checkbox"/>	Migraine <input type="checkbox"/>
Sleepwalking <input type="checkbox"/>	Travel sickness <input type="checkbox"/>	Other	

Allergies to:

Penicillin: _____ Other drugs: _____

Any foods: _____

Other: _____

Any special care needed: _____

Please Turn Over

Tetanus immunisation: year of last tetanus immunisation _____ (tetanus immunisation is normally given at four years of age (as Infanrix vaccine) and at fifteen years of age (as ADT vaccine))

Tablets and medicines: Is your child presently taking tablets and/or medicine? YES/NO

If YES, please state name of medication, dosage etc

All medication must be handed to the teacher-in-charge prior to leaving. All containers must be labelled with your child's name, the dose to be taken and when it should be taken. (These will be kept in the first aid centre and distributed as required.) If it is necessary or appropriate for your child to carry their own medication (i.e. asthma puffers, insulin for diabetes) it must be with the knowledge and approval of both the teacher-in-charge and yourself.

Previous Experience: Is this the first time your child has been away from home? YES/NO

CONSENT TO MEDICAL ATTENTION

Where the teacher in charge of the excursion is unable to contact me or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner
- administer such first aid as the teacher in charge may judge to be reasonably necessary.

Signature of Parent/Guardian: _____

Date: _____

Prior to a child taking part in any excursion/camp approved by the School Council, the Department of Education and Training requires this consent form to be signed by the parent/guardian.

LEVEL OF SWIMMING ABILITY

Dear

To assist us in ensuring your child's safety at the upcoming water activity, can you please indicate your child's swimming ability.

Child's Name:

Level description	Please tick
Beginner swimmer - i.e. students with little or no experience	
Intermediate swimmer - i.e. students with basic skills, able to swim 25 metres with a recognisable stroke.	
Advanced swimmers - i.e. students able to swim fifty strokes using two recognisable strokes and to demonstrate one survival stroke in deep water.	

Signature of Parent/Guardian: _____

Date: _____