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POLICY TITLE CAMPS/EXCURSIONS POLICY POLICY NO 48

Rationale:

The College's camping and excursion programs enable students to experience activities that are complementary to classroom activities. They may have an educational, cultural, environmental, social or outdoor emphasis and are an important part of the educational programs offered at the College. Excursions are defined as activities outside the college ground that occur within a single day, while camps involve at least one night's accommodation.

Aim:

- To extend and reinforce classroom learning.
- To provide students with an opportunity to participate in programs that promotes group cohesiveness, self-esteem, resourcefulness, independence, leadership co-operation and tolerance.
- To enable students to experience/appreciate a wider range of cultural and environmental situations.
- To provide an opportunity to develop skills and knowledge through participation in additional exciting and challenging activities not available at the college.
- To provide opportunities for increased interaction between staff and students.

Implementation:

- **At Berwick Secondary College staffing for all camps and excursions will be in accordance with the Victorian Government School Reference Guide.**
- Excursions, camps, and tours will be organised to minimize disruption to the normal college program. Meaningful programs will be provided for students who do not attend.
- **Principal's discretion will be used for Part school-day excursions with a staff: student ratio 1:25. For approval to be granted the following need to be considered:**
 - **Class will not be separated as part of the excursion.**
 - **Proximity to the College.**
 - **Availability of support staff at the venue eg. fitness instructor, manager etc on site.**
- The "Teacher in Charge" will ensure that:
 - All arrangements comply with DE&T guidelines.
 - Relevant Management Committee ONT forms are completed and submitted for approval.
 - DE&T "Notification of School Activity" forms are completed for all camps and excursions that involve risk type activities. These forms must be submitted electronically at least one month before the activity occurs.
 - All students provide signed consent forms and Medical information sheets (If Appropriate).
- All camps/excursions are to be budgeted for as part of the College's normal budget processes. Finance Department approval of accurate costing is required before any bookings are completed. Parents will be notified of exact costs and other relevant details as soon as practicable.
- **KLAs should include on their permission forms a request for parent assistance in order to meet Victorian Government School Reference Guide requirements. Parents alone cannot supervise students unless they have permission to teach (VIT) and a police check.**
- Students will not be excluded from camps/excursions simply for financial reasons. Parents experiencing financial difficulties can discuss difficulties with the Principal or Welfare staff. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis. Any family who has not met the required payment for a previous camp/excursion will be unable to participate.
- Students whose payments have not been finalised at least 2 working days before departure will not be allowed to attend. Where monies have been paid to a third party, no refunds will be available for non attendance.



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- Office staff will be responsible for managing collection of payments and will provide Teacher in Charge with regular records of payments.
- The cost of CRT replacement is to be covered by the KLA and/or cost of the Camp/Excursion.
- Students who have displayed unreliable or inappropriate behaviour at school may be excluded from camps/excursions. The decision to exclude will be made by the Principal in consultation with the teacher in charge. Parents will be notified
- Parents can be requested to collect their child from a Camp/Excursion if their child's behaviour is considered inappropriate. The Teacher in Charge, in consultation with the Principal, will make the decision. Costs incurred will be the responsibility of the parent.
- All camps require School Council Approval. Management Committee Group A. ONT approval form must be submitted to a scheduled meeting at least 3 weeks prior to the departure date.
- **Extra staff above the Victorian Government School Reference Guide can only be used if agreed to by Management Committee and if no additional classes are created that require cover by other staff.**

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.