



# CAMPS AND EXCURSIONS POLICY

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Authorised by:  
Principal

Approved by School Council:  
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## Educational Overview

Horsham College recognises the benefit of educational experiences that occur outside the regular classroom program and school environment.

Such benefits include –

- Enhanced sense of self and personal identity
- Increased independence, maturity, confidence and self-awareness
- Enhanced social competence, through confronting challenges beyond their familiar environment and comfort zone
- Opportunities to be ambassadors for the school
- Increased awareness of future study and career opportunities and broader community participation

## Excursions and Camps

All Excursions and Camps will be conducted in accordance with the Department of Education and Training (DET) School Policy and Advice Guide

All Excursions and Camps are to be scheduled with the approval of the Operations Committee and to create minimum disruption of school programs.

All Excursions and Camps requiring School Council Approval (overnight and/or adventure activities) need to be submitted at least one week in advance of the monthly Horsham College School Council meeting (Third Wednesday of the month).

### ***The Teacher in Charge will ensure that:***

- All arrangements comply with DET guidelines
- Excursion forms are completed and submitted for approval in a timely manner
- DET 'Student Activity Locator' 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
- All students provide signed consent forms and medical information sheets (if appropriate). These are to be taken on the excursion or camp if it is one that has required School Council Approval.
- Confirm student attendance in accordance with school procedure.

### ***Parent and other Volunteers***

Parents or other volunteers participating in a Camp will be required to have a "Working With Children" check or VIT registration if they are expected to directly supervise students.

## **School Camps**

- Year 7 – Camp
- Year 8 – Year 8 Camp
- Year 9 – Year 9 Camp
- Year 10 – Snow Trip or Melbourne Discovery

## **International Programs**

Horsham College recognises the educational value of Overseas Learning Experiences (OLE) that are linked to curricular and co-curricular outcomes. All overseas travel programs are viewed as educational experiences for students and are designed to encourage students to be effective 'Global Citizens'.

All overseas experiences will be planned and conducted in a manner that is in line with the DEECD Legal and Educational guidelines.

Parents or other volunteers participating in an OLE will be required to have a "Working With Children" check.

Staffing - where possible a member of the School Leadership Team will be present on an International Tour where a group of Horsham College students is representing the school.

Staff members should expect to participate in at least two of the same overseas tour - going once on a learning tour and then leading the tour in the following year.

## **Overseas Learning Experiences**

- Gallipoli and Western Front Tour - As interest dictates

## **Financial Considerations**

All camps are to be fully paid for by the date of the commencement of the activity unless an arrangement has been made with the school for payment to be made after this time.

The Teacher in Charge of the Excursion or Camp may outline a payment plan for the ongoing collection of money.

Some Camps and Excursions may choose to run fundraising activities in order to offset the cost of the excursion to students.

Students will not be excluded from camps/excursions simply for financial reasons. Parents experiencing financial difficulties can discuss this with the principal or welfare staff. Decisions relating to alternative payment arrangements will be made by the principal class representative 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 two 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.

## **Student Code of Conduct**

Students are expected to abide by the Horsham College Student Code of Conduct as well as the expectations of outside providers in whose care they may be under.

Parents can be requested to collect their child from a camp or excursion if their child's behaviour is considered inappropriate. The teacher in charge in consultation with the principal class representative will make the decision. Costs incurred will be the responsibility of the parent.

Students who have displayed unreliable or inappropriate behaviour at school may be excluded from camps or excursions. The decision to exclude will be made by the principal class representative in consultation with the teacher in charge. Parents will be notified.