



Mallacoota P-12 College

Camps and Excursion Policy

THE HORIZONS PROGRAM

Rationale:

- The College Council recognises that to implement and enhance the curriculum of the College, it is necessary for students / staff to journey outside the College premises. This known as our **Horizons Program**.
- Once fully organised and costed, all excursions must be approved by the School Council via the College Operations Group (COG) which meets weekly.
- All excursions outside the Mallacoota area are required to be planned and submitted for approval at least one term prior to their departure.
- Excursions are categorised in the following three ways:
 - Local excursions – excursions within the Mallacoota area extending to Genoa, these are covered by a general permission form signed by parents at the start of each school year.
 - Day excursions – out of Mallacoota to areas such as Bairnsdale or Bega where travel occurs within one day from and back to Mallacoota
 - Overnight or Adventure activities – these are longer in duration and/or require travel outside the Mallacoota area
- This policy is required to ensure all DEECD requirements are met prior to and during the conduct of all off site activities.

Aims:

- To provide a program that promotes leadership, teamwork, independence, judgement, cooperation and tolerance.
- To provide a program that complements and reinforces learning opportunities further to the activities inside the classroom and assist students in understanding that learning is not limited to a school environment.

Implementation:

- All proformas must be completed and submitted as per the approval process.
- School Council must approve all excursions, via the College Operations Group (COG). In doing so, School Council will determine the scheduling of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements. All camps and excursions need to be planned and approved in principle by COG a term in advance. This includes providing all proposed forms including a list of students involved and a draft budget.
- DEECD procedures in relation to preparation, safety and risk management must be met for all relevant activities.
- Written approval from a parent / guardian must be obtained prior to the student participating in any activity. This approval should also contain

parental consent for the supervising staff to obtain medical or surgical attention for the student if required.

- Staff should be aware of specific regulations pertaining to the transport of students, including private vehicles and staff to student ratios. This information can be found in the staff handbook or on the DEECD website.

Procedures for Camps, Tours, Excursions within Victoria and SE NSW:

- One term prior to the camp / excursion, complete a tour proposal, including written quotes for the tour costs, the itinerary, budget, SAL and relevant safety information and submit to COG.
- After approval from COG, prepare parent consent forms and provide a copy to the office and a list of students to go to staff
- Activity organisers must check regularly with the office to ascertain the number of students who have not paid and follow up with the parents. If there are insufficient payments from students a week prior, then the activity shall be cancelled and the Principal, Daily Organiser and office staff advised.
- Students will not be excluded for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be invited to discuss their individual situation in a confidential meeting with the Principal. Decisions relating to confidential alternative payment arrangements will be made and recorded by the Principal on the student list in the office.
- All families will be given sufficient time to make payments for excursions. Parents will be notified a term in advance with details and a deposit will be obtained. Parents will be contacted before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised by the due and advised date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- On the day of the activity, a list of students attending must be given to the General Office and a list pinned on the staffroom notice board.
- Activity organiser shall take copies of the parent permission slips and medical forms on the activity.
- Students are to be in College uniform unless specified otherwise on the permission forms.
- Students shall not be permitted to join or leave the activity en-route, without prior written approval or unless authorised by the Principal.
- The Activity organiser shall take a school mobile phone and first aid kit, checked by the school nurse, loan of which shall be noted in the folder at the front office. This phone will be switched on at all times in range.
- The Activity Organiser will communicate with the College Administration regarding all students attending in the case of a before school departure and to confirm the anticipated return time.
A debrief and acquittal will be held with the Business Manager and Activity Organiser within a week after return.
- Parents of children involved in excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher-in-Charge will take into account :

1. Any valuable skills the parents have to offer.-. bus licence (copy to be given to office), first aid.
 2. The need to include both male and female parents.
 3. The special needs of particular students.
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion and have a current Working with Children Check, a copy of which will be lodged at the office
 - Only children who have displayed positive behaviour and have upheld the College values at school will be invited to participate in school excursions. The Principal or a nominee will notify parents if a child is in danger of losing their invitation to participate in an excursion due to poor 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.
 - Parents will be required to collect their child or make other arrangements for their return 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.
 - Prior to the excursion, the Activity Organiser will notify parents of drop off arrangements on return to Mallacoota.

Procedures for Adventure Activities, Interstate and International Camps and Tours:

- Four terms prior to the camp / tour, complete a tour proposal, including written quotes for the tour costs, the itinerary, budget, SAL and relevant safety information and submit to COG.
- Any fund raising activities to take place in support of the camp / tour must be approved by School Council.
- School Council approval must be obtained prior to any information being given to students.
- Prepare an information letter and permission form with all relevant information for students and families and give a copy to the office.
- Liaise with the Business Manager to arrange a payment schedule for parents.
- Camp / tour organiser must check regularly with the office to ensure progress payments are being made by all students.
- Camp / tour organisers must check with the office at least four (4) weeks prior to ascertain the number of students who have not paid. If insufficient students have paid by this time, then the activity shall be cancelled and the Principal, Daily Organiser and office staff advised.
- All families will be given sufficient time to make payments for excursions. Parents will be contacted before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised by the due and advised date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- On the day of the activity, a list of students attending must be given to the General Office and a list pinned on the staffroom notice board.
- Camp / tour organiser shall take copies of parent permission slips on the camp / tour.

- Students are to be in College uniform unless specified otherwise on the permission forms.
- Students shall not be permitted to join or leave the camp / tour en-route.
- Camp / tour organiser shall take a school mobile phone and first aid kit, loan of which shall be noted in the folder at the front office.
- The Activity Organiser will communicate with the school on progress either by phone, text or email on a regular if not daily basis.
- The Activity Organiser will communicate with the College Administration confirming the anticipated return time.
- A debrief and acquittal will be held with the Business Manager and Activity Organiser within a week after return.
- Only children who have displayed positive behaviour and have upheld the College values at school will be invited to participate in school excursions. The Principal or a nominee will notify parents if a child is in danger of losing their invitation to participate in an excursion due to poor 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.
- Parents will be required to collect their child or make other arrangements for their return 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.

Refunds

1. Where no cost is incurred by the college, a full refund shall be payable provided that:
 - the student's place is filled by another student;
 - the college deems the student's withdrawal was unavoidable. e.g. illness
2. A partial refund shall be payable to the student withdrawing when:
 - the college deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by the college as a result of the withdrawal.
3. No refund will be payable to the student withdrawing when:
 - The college deems the withdrawal was avoidable and has incurred the full costs of the camp or excursion.

Where the college makes the decision to cancel a camp or excursion due to insufficient numbers, the amount paid by the student shall be refunded in full or retained as a credit against the family by the office.

Where a camp or excursion has to be rescheduled because of Government warnings, e.g. trips to Bali, fire danger, parents may request a refund of monies paid by them less any funds retained by the Booking Company for the rescheduled trip.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.
This policy was last ratified by School Council in November 2013

Signed:

A handwritten signature in black ink, appearing to read "Celia Wallace". The signature is written in a cursive style with a large initial "C" and "W".

**Celia Wallace,
School Council President**