

**ST MATTHEW'S SCHOOL
NARROGIN**



**CATHOLIC SCHOOL CAMPS AND
EXCURSIONS
POLICY**

VISION STATEMENT

St Matthew's School enables children to strive to reach their full potential, as God intends, by fostering concern for self, others, the environment and their relationship with God.

**Developed 2009
Reviewed 2011
Reviewed 2014
Due for Review 2017**



St Matthew's School

Catholic School Camps and Excursions Policy

RATIONALE

The Church speaks of Catholic schools as aiming to foster the integration of faith and life, and the integration of culture and faith. These aims underpin every activity of the Catholic school's life and curriculum (Mandate Letter, 11-17).

School camps and excursions can be an integral part of the educational programme of the school, and serve to provide opportunities and experiences that are not always possible within the confines of the school.

School camps and excursions at St Matthew's School, aim to provide camp and excursion opportunities that develop deeper learning, confidence, independence, responsibility and a sense of community within the context of our Catholic principles and values.

St Matthew's appreciates the need to foster a developmental approach to camp and excursion experiences. Our "Camp Development Overview" attempts to provide experiences that culminate with our Year 6 and Year 7 (2014) annual camp.

Excursions at St Matthew's will be financed through disbursement of funds collected through school levies. The Year 6 and Year 7 (2014) camp will be by a camp fee for parents, with a small subsidy from funds collected through school levies.

PRINCIPLES

1. School camps and excursions shall be designed to enhance the educational program offered by the school. As a part of the planning, the camp director shall present to the Principal written documentation showing the educational outcomes they have set for the camp activities.
2. The Principal shall ensure that maximum emphasis is placed on the safety and well-being of all the participants. Child protection procedures shall be known to all staff. Students will be advised of developmentally appropriate, personal safety strategies.
3. The Principal, in planning school camps and excursions, shall consider the needs of both students and their families. Particular attention shall be given to the needs of people from varying cultural backgrounds.
4. The Principal will consider the financial burden on families, of sending students to camps or excursions. Provision shall be made so that no student is prevented from attending camps or excursions, that are an integral part of the educational program, on financial grounds.
5. School camps and excursions are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion. Pastoral care systems shall be in place to support the needs of all students.

6. Staff and camp supervisors are to be aware that a duty of care exists at all times, and a teacher-student relationship exists throughout the camp or excursion.
7. Behaviour Management, Bullying and Harassment, Child Protection and other school policies and processes shall continue to be applicable. Appropriate modifications shall be made to the consequences for unacceptable behaviour and staff, students and parents shall be advised of these prior to the camp or excursion.
8. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.
9. On interstate or overseas excursions, staff shall be apprised of and shall follow any local mandatory reporting requirements in relation to Child Protection.

PROCEDURES

This policy is written in compliance with the School Camps & Excursions Policy 2-B4 and the School Camps and Excursions – Guidelines for Catholic Schools document.

The Principal shall approve all camps and excursions (see Appendix 1). Parents should be notified of the cost as early as possible so as to give them the opportunity to budget in order to pay off the total costs. (N.B.No St Matthew's student will be prevented from attending camps or excursions due to financial difficulty).

- A permission slip and health form must be signed and completed by the child's parent/guardian before he/she is allowed to attend the camp (see Appendix 2). Parents will be informed of the method of transport and activities to be undertaken. A separate permission note is required if students are to participate in water activities. The health form should include such information as:
 1. any known medical conditions e.g. asthma
 2. any medication that is required
 3. any allergies
 4. any medical condition that may prevent a student from participating in a particular activity
 5. dietary needs
 6. emergency contact details

(Specific instructions need to be obtained from parents for the administration of medication).

- As school camps and excursions form part of a school's curriculum program, all students are expected to attend. Where parents have an issue regarding the attendance of their child/children on school camps or excursions, these issues need to be discussed with the Principal. (The right of parents and carers to decide whether or not to send their child/children to school camps will be respected. Where a student does not attend a school camp or excursion, the school, where possible, shall provide an alternative educational program)
- As part of the planning for a camp or excursion, an emergency plan shall be put into place. Emergency plans shall be determined in accordance with the *School Camps and Excursions – Guidelines for Catholic Schools'* document. (Consideration shall be given to medical requirements of students participating on camps and excursions).
- Where a camp or excursion is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of students, a detailed survey of the medical needs of students shall be conducted by the camp or excursion organiser. This shall include information such as: any known medical conditions e.g. asthma; any medication that is required;

any allergies; any medical condition that may prevent a student from participating in a particular activity; dietary needs; diabetes and insulin requirements, including an emergency plan. Specific written instruction shall be obtained from parents for the administration of medication. In determining the student-adult ratio for school camps and excursions, the following factors are to be considered: the types of activities, the location of the school camp or excursion, the age of the students, the camp or excursion facilities, gender balance for the supervision of male and female students and dormitory arrangements.

- A student/adult ratio should be no greater than 15:1. Where possible, both male and female staff should attend camps.
- Prior to a camp taking place, at least **two** meetings with parents of the students should take place. At these meetings, the final cost, the itinerary, health and permission forms and any other relevant information should be discussed.
- On all camps and excursions, a medical kit, appropriate to the circumstances, shall be kept within close proximity at all times.
- While on camp, *duty of care* responsibilities exist at all times. Therefore, staff and supervisors will not use any intoxicating substances at any time during the camp or excursion.
- Students shall be transported to and from the camp in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition. The Principal shall ensure that the drivers of any vehicles are persons who act responsibly and give due regard to the safety and well-being of students. (All drivers should have a current and appropriate driver's licence).
- Planning for school camps and excursions must cover:
 - The medical requirements of participants
 - The student to adult ratio
 - The medical kit required and the first aid qualifications of staff in attendance
 - The duty of care of staff, including ban on intoxicating substances
 - Appropriate CrimTrac 100 point Check Police Clearance for supervisors and volunteers
 - Insurance cover
 - Transport arrangements, including drivers' licences
- At the conclusion of a camp, a report should be submitted to the Principal. It should cover:
 1. the adequacy of the camp site
 2. recommendations for the future use of the camp site
 3. the overall management of the camp
 4. any injuries that occurred
 5. the achievement or otherwise of the objectives of the camp
 6. other information relating to specific incidents of the camp
 7. any other information that may assist in the planning of future camps

Note: Where a camp or excursion was strenuous or when, during the course of any excursion, a student suffered an injury or experienced ill health or where an unplanned incident occurred that needed reporting, a detailed report shall be submitted to the Principal by the teacher in charge.

St Matthew's Camp Development Overview

	ODD YEAR	EVEN YEAR
Level 1 Pre-Primary /Year 1 OPTIONAL	OPTIONAL Picnic Afternoon 3:30pm - 5:00pm	OPTIONAL Night Activities 6:30pm – 7:30pm
Level 2 Year 2 /Year 3	OPTIONAL Active Outdoor Games BBQ Dinner 3:30pm – 6:00pm	OPTIONAL Dinner 5:00pm – 8:00pm
Level 3 Year 4/Year 5	Over Night Camp eg. Dryandra, Munthoola	Extended day Excursion eg. Perth, Kojonup
Level 4 Year 6 (2015)	Leadership Conference Additional Excursion Day in Perth/Fremantle	Leadership Conference Additional Excursion Day in Perth/Fremantle

Note: The times, dates and activities to the above “Overview” may vary slightly due to particular year level expertise.

St Matthew's Incursion/Excursion Overview

Incursions

Students at St Matthew's will attend two visiting or local incursions per year. Incursions involve external entertainers/facilitators etc presenting to our students. Wherever possible the visiting “group/act” will serve to complement current school programs and /or entertain. Parents supplement the payment of Incursions through our existing fee levy. At every opportunity the content and curriculum focus will vary.

(St Matthew's will also try to access other free “Incursions” as they become available).

Excursions

It is intended that students in Years Pre-Primary to Seven will attend one excursion per year that involves students “catching a bus”.

- PP and Year 1 will do a 2 year rotation – one close and one further from the school

Depending on school-based expertise, whilst also supporting existing educational programs, whenever possible, students at St Matthew's will attend an excursion that involves them leaving the local Narrogin area.

Other local-based excursions, eg visit to town library, will also occur wherever possible.

(Parents will supplement the payment of the excursion through our existing school fee levy).

APPENDIX

1. Approval Form for Camps and Excursions.
2. Excursion Permission form template
3. Guidelines for Parents attending Camps and Excursions
4. Guidelines for Parents attending Camps and Excursions Contract
5. Guidelines for School Selection



ST MATTHEW'S SCHOOL APPROVAL FORM FOR CAMPS AND EXCURSIONS

CAMP/EXCURSION CO-ORDINATOR'S NAME: _____

CAMP/EXCURSION CO-ORDINATOR'S MOBILE NUMBER: _____

NAME OF VENUE: _____

ADDRESS: _____

PHONE: _____ DATE: _____

CONTACT PERSON: _____

DATE/TIME OF LEAVING SCHOOL: _____ RETURN DATE/TIME: _____

AIM OF CAMP/EXCURSION: _____

MODE OF TRAVEL: _____ NO. OF BUSES NEEDED: _____

CLASSES INVOLVED: _____

NUMBER OF SUPERVISING STAFF REQUIRED: _____

NAMES OF SUPERVISING TEACHERS: _____

NUMBER OF PARENTS/CARERS REQUIRED: _____

NAMES OF PARENTS/CARERS: _____

CHILDREN'S CLOTHING FOR CAMP/EXCURSION: _____

ANY EQUIPMENT OR MATERIALS NEEDED: _____

LUNCH ARRANGEMENTS: _____

WILL YOUR CAMP/EXCURSION BUDGET COVER ALL COSTINGS? Y/N

HOW WILL YOU FINANCE BUDGET SHORTFALL? _____

COSTING/BUDGET (TOTAL)

- TOTAL COST OF ALL TRANSPORT INVOLVED \$ _____
 - TOTAL COST OF VENUE FOR CHILDREN \$ _____
 - TOTAL COST OF VENUE FOR ADULTS \$ _____
 - TOTAL COST OF LUNCH FOR CHILDREN \$ _____
 - TOTAL COST OF LUNCH FOR ADULTS \$ _____
 - TOTAL COST OF EXCURSION PER CHILD \$ _____
 - TOTAL COST OF EXCURSION PER ADULT \$ _____
 - CHEQUES REQUIRED (TO BE ARRANGED ON THE DAY PRIOR TO EXCURSION) \$ _____
- _____ \$ _____
- _____ \$ _____

BUS COMPANIES WILL FORWARD ACCOUNTS

CHECKLIST FOR ORGANISATION OF EXCURSION

	YES	NO	N/A
Has the excursion date been listed on the staff room calendar?			
Has the excursion been advertised in the newsletter (at least one term's notice)?			
Has an accompanying note gone home explaining excursion with permission slip included? (Attach copy to approval form)			
Have specialist teachers been notified if affected?			
Have classroom helpers been notified if affected?			
Is there a nametag for all children attending the excursion? (Yrs K – 3)			
Has your yard duty been changed if necessary?			
Have the necessary cheques been organised?			

Approval: _____ (Principal) _____ (Date)

CHECKLIST ON DAY OF EXCURSION

Before leaving:-

	YES	NO	N/A
HAS A PERMISSION SLIP BEEN COLLECTED FOR EVERY CHILD WITH EMERGENCY CONTACT NUMBERS? (TEACHERS NEED TO TAKE PERMISSION SLIPS WITH THEM. A PHOTOCOPY MUST REMAIN IN SCHOOL OFFICE)			
HAVE ANY SPECIAL MEDICAL REQUIREMENTS OR DETAILS OF SPECIAL CHILDREN BEEN WRITTEN DOWN OR TAKEN BY CLASS TEACHER?			
HAS A LIST OF ALL STUDENTS/ADULTS GOING ON CAMP/ EXCURSION BEEN LEFT IN THE OFFICE? ATTACH LIST TO THIS FORM			
HAS A FIRST AID KIT BEEN ORGANISED TO GO WITH YOU?			
IS THE SCHOOL AWARE OF YOUR MOBILE PHONE NUMBER FOR THE CAMP/EXCURSION?			

NAME OF EXCURSION CO-ORDINATOR: _____

SIGNATURE OF EXCURSION CO-ORDINATOR: _____

DATE: _____



St Matthew's School

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Email:

admin@matthews.wa.edu.au

Website: www.matthews.wa.edu.au

GUIDE TO WRITING EXCURSION PERMISSION NOTE

Dear Parents/Carers

On _____ the students from Years _____ will travel by bus for an excursion to
(insert date) (insert grades)

(insert venue)

The purpose of our visit to _____ is to _____
(insert venue)

(provide detail/dot point is ok)

The children need to wear (casual clothes/full school uniform/sports uniform) and are required to bring (hat, food, water, clip board, etc)

The bus will depart St Matthew's at _____ am and return to St Matthew's at _____ pm.
(insert time) (insert time)

Fill out the permission slip below and return to your child's class teacher by _____
(insert date)

I _____ give permission for my child _____ to travel by bus to
(parent name)

_____ on _____
(insert venue) (insert date)

I do/do not need to inform the teacher of medical conditions in relation to my child.

Please specify:

Parent Signature: _____ Date: _____

Emergency Contact Details on day of excursion:

Name 1. _____ Number _____

Name 2. _____ Number _____



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GUIDELINES FOR PARENTS/CARERS ATTENDING CAMPS/EXCURSION

- St Matthew's School reserves the right to select parents attending excursions and camps at their discretion. This will be enacted with due consideration of supervision requirements of the excursion/camp, and will take into account the requirements and needs of the school, individual students, and any other relevant factors.
- All parents and other personnel who attend an overnight camp/excursion must have a Working with Children Card. A parent attending a day excursion where his/her own child is also involved may qualify for an exemption.
- No toddlers or preschoolers are permitted on excursion if the parent/carer is counted as part of the adult/student ratio. A meeting with the parent/s or carer/s and helper/s will be held prior to the excursion, which will brief the rules and expectations and to sign camp contracts.
- Parent/carer assistants who are counted as part of the ratio must stay for the duration of the excursion and return to the school with the whole group.
- Parents are not permitted to give medication to children.
- Parents are not to purchase drinks, sweets or other goods for their child or any other child while on a camp or excursion.
- No child is permitted to go home with the parent from the excursion venue unless this arrangement has been organized with the class teacher.
- Parents are not permitted to discipline students. They may report an incident but all disciplinary measures are the responsibility of the teacher. If the teacher observes inappropriate behaviour from a child who is in a parent's care, the teacher will remove the child from the group and place the child in the teacher's own group.
- The organising teacher will decide whether a child is placed within his/her parent's group.

(Please attach this note to the back of your Excursion Information Note to parents)



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GUIDELINES FOR PARENTS/CARERS ATTENDING CAMPS/EXCURSION –PARENT CONTRACT

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I _____ agree to abide by the above guidelines for parents
(insert name)

attending excursions.

Signature: _____ Date: _____

St Matthew's School
GUIDELINES FOR SCHOOL REPRESENTATION
Appendix

RATIONALE

This document supports the St Matthew's School Behaviour Management and School Camps and Excursions Policies. Its purpose is to provide a framework of expectations for students who wish to represent St Matthew's School outside of the school boundaries.

PURPOSE

- Reinforce positive expectations of students during school representation
- Provide guidelines for selection/school representation
- Provide expectations upon selection for representation

EXPECTATIONS / PROCEDURES

- St Matthew's School reserves the right to decide who is selected to represent the school. Prior performances and results do not guarantee selection for any school representation.
- It is not always possible to inform or consult with individual parents when a change to school representation selection occurs.
- St Matthew's School reserves the right to change selection and school representation, as determined by either the teacher in charge and/or the school Leadership Team.
- Safety and welfare concerns, e.g. student illness or injury, may result in an individual's place in school representation being substituted with a reserve. Once a reserve has been substituted, the selection change is final.
- Students selected for school representation will remain courteous, cooperative, motivated and enthusiastic to staff, parents, helpers and team mates, not only at representation but at all practices/rehearsals.
- While representing the school, students who deviate from the expectation of the St Matthew's School Behaviour Management Plan, may incur immediate and / or future exclusion from school representation.
- Regular behavioural breaches may render a student ineligible for school representation if the school believes that their behaviour will impact on the safety and welfare of the individual and/or the group.
- Expectations of commitment to training and practice etc will be decided and relayed to students and parents as required in the necessary notes and school newsletters.

St Matthew's School is committed to maximising opportunities for both individual and cohorts of students to showcase their many gifts and talents, as God intends.

Review date 2017