

## CAMPS AND EXTENDED EXCURSIONS

### Preamble

Princes Hill Secondary College values highly the experiences and skills gained by students from attending Camps and Extended Excursions. There is recognition that student outcomes are improved through exposure to a high quality, accessible program of camps, tours and trips.

### Aims:

Camps and Extended Excursions are intended to enhance and enrich the curriculum, improve student connectedness with the school, expose students to new ideas, cultures, activities and experiences and provide opportunities to develop leadership qualities.

This Policy will guide the school in formulating a long term, coherent Camps and Extended Excursions program covering Years 7-12.

### Goals:

The PHSC Camps and Extended Excursions program should provide students from Years 7-12 with:

- a core experience related to sustainability and wilderness environment
- opportunities to experience a diverse range of physical and social activities and experiences
- opportunities to extend and enhance classroom learning

These goals are to be aligned with the school values and goals as expressed in the College Charter.

## APPROVAL:

### Part 1 Process

All camps, tours, trips and extended excursions must be approved by:

- Curriculum Committee
- Local Administrative Committee
- Policy and Curriculum Committee (which makes a recommendation to)
- The School Council

International tours must also be approved by the DE&T Regional Director.

All existing camps must be submitted to a review and approval process every four years, after the first review of all camps in 2005/6.

New camps may be approved at any time, but must re-submit for approval with all others in the 4 year cycle.

Excursions, camps, tours and trips must relate to the core values of PHSC (as reflected in the College Charter) and should be justifiable on curriculum grounds. These grounds may relate directly to the content of the subject and/or they may relate to the skills and values as expressed /outlined in the Victorian Essential Learning Standards (VELS)

Unless there are specific reasons not to, camps must utilize the Mirrimbah Country Centre.

Every effort should be made to ensure that excursions, camps and extended trips/tours are inclusive of all students.

Where it is not possible to include all students, it should be able to be demonstrated that students unable to participate will not be adversely affected by missing out on the experience. Effort should be made to make it possible for all students to attend.

For those not attending *subject or KLA based* camps/tours/trips, a compensatory, accessible alternative experience must be organised. This also applies to international tours/trips.

## PHSC camps / tours / trips policy approved 2005

An annual list of proposed camps, including notional cost and rationale should be tabled at Policy & Curriculum Committee prior to the end of Term 3 for the following year. Additions to these camps can still be considered for approval after this time.

### **Part 2 Informing Parents**

A table indicating **all** camps/tours/trips offered, their rationale and approximate costs (from Year 7-12), be included in the information package given to students enrolling into the College.

An annual list of camps/tours/trips offered, their rationale and approximate costs be included with the Booklist/school charges sheet/handbook package of information.

A table of camps/tours/trips offered at each year level, their rationale and approximate costs and deadlines for payment etc. be maintained and updated on the college website.

Parents must be advised in writing of any camp or excursion with a full cost of over \$200 at least two terms ahead of the due date for payment or camp date, and earlier where possible.

For camps or trips costing over \$500, a full year's prior notice is recommended.

Preliminary advice to parents must include:

- all relevant information regarding the particular camp, including any unusual equipment students are required to bring
- an accurate estimated cost inclusive of all expenses
- a schedule of any meetings including venue, date and time

Expressions of interest should be sought in the form of a letter and be sent home with all eligible students. It must provide comprehensive information and details about the camp including information relating to:

- date/s of the camp
- cost inclusive of all expenses
- deposit and balance information
- venue
- transport arrangements
- activities
- any special preparation or commitments
- what the cost of the camp includes

Camp/Excursion permission and Medical Details forms must be provided to parents/guardians of students attending as early as practicable in the organisation process.

For International Tours, parents of eligible students must be advised of the passport application process at least 10 weeks prior to the departure date.

### **Part 3 Payment**

Information relating to payments for camps/extended excursions must include:

- total cost (or nearest estimate at the time if likely to be affected by unforeseen circumstances such as the A\$ exchange rate)
- deposit amount and conditions (if any) under which the deposit may be refunded
- dates by which amounts fall due
- where payment by installments is required, an installment schedule must be provided
- advice regarding the capacity to negotiate payment arrangements with the school
- special arrangements for families in financial hardship should be clearly outlined

#### **Part 4          Students**

Every effort should be made to inform all eligible students of their opportunities to attend camps/extended excursions. This can be by a number of means:

- distribution of information in Home Group
- information in the daily student bulletin
- information in the weekly school Newsletter
- special information meetings
- notices on bulletin boards

If when the date for payment of deposits has passed, the number of students exceeds the places available;

- effort should be made to alter arrangements to include the additional students
- OR
- if this is not possible, a ballot should be conducted to determine the final participants

Staff must be confident that students are adequately prepared, so students are required to attend all information meetings and preparation sessions scheduled for the camp/extended excursion they are attending. Failure to do so may lead to the student being excluded from attending the camp or extended excursion.

Students are responsible for ensuring all forms are completed and returned by the due dates.

#### **Part 5          Staff**

Staff should be made aware of their opportunities to participate on and be selected for camps and extended excursions according to the Protocol for the Staffing of Camps, Overseas and Overnight Excursions.

### **ATTENDANCE**

#### **ELIGIBILITY**

##### **Students**

Students may attend camps and extended excursions provided they are eligible.

To be eligible to attend camps and extended excursions students must:

- be in the appropriate target group (eg. Yr 8 for ski camp, Yr 10 Italian class for Italy etc.)
- have paid in full by the required date
- have returned all necessary forms and documentation correctly completed and signed
- not be disqualified from attending due to disciplinary sanctions
- have appropriate Travel and Health Insurance package for International tours/trips

##### **Staff**

All members of staff are eligible to apply to attend camps and extended excursions. The criteria for selection are in the Protocol for the Staffing of Camps, Overseas and Overnight Excursions.