

2022

Reviewed Sept 2021

Mackay North State School



Excursions & Camps Policy

PROCEDURES

Educational camps and excursions are regarded as an integral part of the curriculum. Teachers considering excursions must ensure the activities achieve educational outcomes, are part of a continuing unit of work, and are justifiable in terms of cost and time. Excursions will not be approved for entertainment.

YEAR LEVEL GUIDELINES

All classes may have a total of 4 excursions or camps in one year.

Prep	short trips with a single focus, less than 5 hours.
Years 1- 2	up to 1 day trips, overnight camp at school
Year 3	day trips, 2 days with 1 night at camp-away from school
Year 4-5	day trips, 3 days with 2 nights at camp- away from school
Year 6	day trips, up to 8 days, 7 nights trip or camp

PLANNING CONSIDERATIONS

Safety/ risks

Teachers must complete an Excursion Planner and Curriculum Activity Risk Assessment on OneSchool for each activity. Teachers should be familiar with the location and any risks present. For bus trips greater than 1 hour's travel, all students must be in seat belts.

Location

Distance from school must not be too great for the age level. It should be a safe, pleasant, comfortable learning environment.

Timing

No major excursions are permitted in term 4. There is one exception to this and that is the Year 3 Camp. This will be held early in term 4. Consider climatic conditions. Also consider other important/expensive events on school calendar, other class trips. Parents should receive a minimum of 6 months' notice of a major trip.

Reasonable costs

The cost of the excursion should not be excessive. Can the educational aims be achieved more cheaply? Families can take their children on tours themselves if they choose. Consider families who may have to pay for trips for several children. Remember, if the cost is too high, fewer students will attend, putting the cost up for the others. Camps and excursion cannot be subsidised by the school's general grant funds.

Communication

Parents must be kept fully informed of all details, and should be consulted before planning major trips. Six months' notice at least must be given for major excursions or camps (>\$150) to allow for payment plans. The P&C must be informed before the event.

Recommended number of supervising adults

Prep	1 adult per 5 students
Year 1 - 3	1 adult per 10 students
Years 4 – 6	2 adults per class group

At least 1 adult must have a current First Aid Certificate. For any overnight/ camping activities, or involving changing clothes, it is recommended that there be at least 1 male and 1 female staff member/adult if possible.

Viability

At least 75% of the class/es should attend. This may be varied at the principal's discretion. For major excursions, a non-refundable deposit is to be paid at least 3 months in advance as a firm booking. The amount of this deposit is commensurate with the overall cost of the camp. At this time, viability will be decided. If necessary, the price will be varied to cover the full cost.

Arrangements for non-attendees

Students not attending the excursion/camp must have a full work program and supervision must be arranged with other classes. They are expected to attend school.

First aid/ medical help

One adult on the camp must have a current first aid certificate. A first aid kit must be taken. Exactly the same procedures apply while on excursions/camp as at school - record all illnesses and especially accidents and complete an accident report form.

Medication

Obtain full medical details for each student before leaving. All medication must have a label from a doctor, with student name, dosage and time medication is to be administered. Parents must fill out a medication form for any child to receive medication. Record details as at school- collect forms from the office.

Permission forms

Parents must have returned a signed permission form for their children to leave the grounds. In an emergency, at the principal's discretion telephone permission may be obtained. The essence is that parents must be fully informed of their children's whereabouts and planned activities.

Behaviour

When students leave the school to attend a school camp or excursion they are representing the entire school community and it is therefore expected that their behaviour will be exemplary. Students whose behaviour is unacceptable/unsafe while on school camp or excursion will not be tolerated and the student will be sent home at parents' expense. Students who have had a suspension in the term leading up to the camp date may not be considered to attend camps. Participation in class excursions are made on a case by case basis through consultation between the class teachers and a member of the admin team. The discretion of the teacher/principal will be called upon in making a decision as to whether an invitation to attend an excursion/camp is extended to each student regardless of the current level of behaviour.

Mobile phones

The school has a mobile phone dedicated for excursion/camps. Students will **not be allowed** to take any device that will give them access to the internet, social media or telecommunication.

Departure/ arrival times

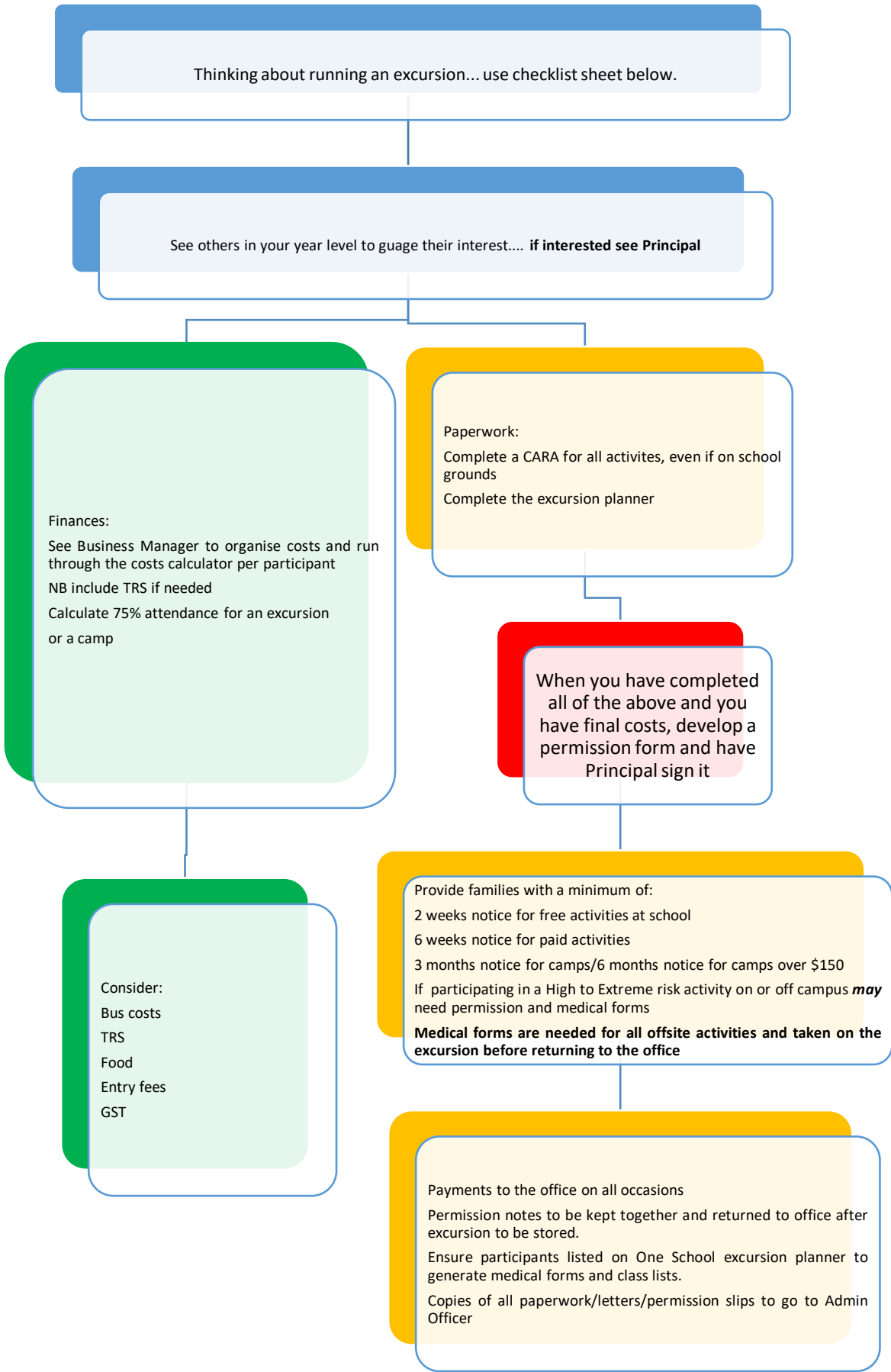
Teachers will widely publicise planned departure and arrival times. The school will use all available communication methods to ensure parents are aware of student departure and arrival times. This could include – notes, messages in communication books, a message on the school notice board; contacting the office a couple of hours before due; text messages and Facebook.

Proposed Camps – 2018

YEAR LEVEL	VENUE EXAMP:ES	DURATION	TIME
Prep	School (Old Macdonald's Farm)	1 day	Term 3 – July
Year 1	Hall	1 evening	Term 3 – August
Year 2	School/Hall	1 day, 1 night	Term 3 – August
Year 3	Kinchant Dam	2 days, 1 night	Term 4 – October
Year 4	Seaforth	3 days, 2 nights	Term 3 – August
Year 5	Camp Kanga/Airlie Beach	2 days, 1 night	Term 3 – August
Year 6	Brisbane/Magnetic Island	4 days, 3 nights	Term 3 – August



EXCURSION/CAMP PLANNER/CHECKLIST



TIMELINE	DETAILS	COMPLETED YES/NO
2 weeks prior to the timeframe above for minimum notice to families	Check diary for conflict dates. Check with admin office staff.	
	Check if venue and buses are available.	
	Meet with Principal to gain approval for excursion/camp.	
	Excursion/camp is included on calendar of events.	
1 week prior to the timeframe above for minimum notice to families	Meet with Business Manager to discuss costs, obtain quotes and arrange booking of venue and buses.	
	Email draft copy of excursion/camp permission letter and medication form to Principal to be checked.	
	Create a Variation of School Routine in OneSchool, Excursion Planner.	
	Ensure adequate supervision.	
	Meet with Business Manager to complete and submit Variation of School Routine in OneSchool, Excursion Planner. Attach bus confirmation, permission letter, medication form, any other quotes as necessary.	
	Approvals on Excursion Planner obtained by Curriculum, Finance and Principal.	
At time of minimum notice to families	Admin generates invoices and prints permission letter and medication form.	
	Admin collates all and distributes to classes.	
2 weeks prior to all excursions/ camps	Permission letter, medication form and invoice sent home.	
1 week prior to all excursions/ camps	Class teachers to meet with Deputy Principal to look at and discuss timetables that may require changes. Eg. specialist teachers/teacher aides/ playground duty. Deputy Principal to notify all concerned of the excursion and any changes required to the timetables.	
	Admin Officer phones parents to enquire about attendance and payment of those students who have not yet paid, then provides list of students not attending/who haven't paid to teachers.	
	Class teachers to follow up further any student who has not returned their excursion permission form, medication form or payment.	
	Class teachers check and collate all medical form, noting any medication that is required. Cross-check student current medical conditions on OneSchool.	
3 days prior to all excursions/ camps	Class teacher sends home Administration of Medication form (available from office) for all prescribed medication that is required to be administered during the excursion/camp.	
	Class teachers collate permission forms, check payments with office and finalise collation of all medication forms.	
	Class teachers confirm with Business Manager venue and bus bookings along with pick up and drop off times.	
	Class teachers print rolls for excursion/camp – available from Excursion Planner.	
Day of excursion/camp	Class teachers provide contact numbers of staff attending excursion/camp to office staff.	
	Collect first aid kit, medications and all forms. All permission, medical and medication forms and class roll list must be carried on the excursion/camp.	
	Ensure emergency contingency plan is in place and all staff/students are aware of procedure.	
Post Excursion	Mark roll and send copy to the office.	
	Return all student medications and first aid kit to the office.	
	Hand all permission, medical and medication forms and class roll list to office staff for archiving. (It is a legal requirement that all documents be kept in archive.)	

