



Postal Address: PO Box 3012 North Mackay QLD 4740
Delivery Address: Harvey Street, North Mackay QLD 4740
ABN: 75 693 250 477
Phone: 49400333
Fax: 49400300
EMAIL: the.principal@macknortss.eq.edu.au

**Mackay North Primary
State School**

EXCURSIONS, TRIPS, AND 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, trips, or camps in one year.

Prep	short trips with a single focus, less than 5 hours.
Years 1- 2	up to 1 day trips
Year 3	day trips, overnight sleepover/ camp at school
Year 4-5	day trips, 3 days with 2 nights at camp- away from school
Year 6	day trips, 4 days with 3 nights at camp – away from school
Year 7	day trips, up to 8 days, 7 nights trip or camp, to be decided upon each year when camp planning occurs

Planning considerations

Safety/ risks

Teachers must complete a risk assessment for each activity. Teachers should be familiar with the location and any risks present. For bus trips greater than 1 hour's travel, all children 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 environment.

Timing

No major trips are permitted in Term 4, there is one exception to this and that is the Year 6 Leadership Camp. This will be held late 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 trip 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 children 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. Form letters attached are to be used. Six months notice at least must be given for major trips or camps (>\$120) to allow for payment plans.

The P&C must be informed before the event.

Number of supervising adults

Prep	1 adult per 5 children (1 – 1 for any water activities)
Year 1 - 3	1 adult per 10 children
Years 4 – 7	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, there must be 1 male and 1 female.

Viability

At least 75% of the class/es must 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

Children not attending the excursion 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 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. 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 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 children leave the school to attend a school camp or excursion are representing the entire school community and it is therefore expected that their behaviour will be exemplary. Children whose behaviour is unacceptable while on school camp or excursion will not be tolerated and the children will be sent home at parents' expense. Children who have had a suspension in the term leading up to the camp date do not attend camps. Participation in class excursions are made on a case by case process 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 and invitation to attend camp is extended to each child regardless of the current level of behaviour.

Mobile phones

The school has two mobile phones 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 method to ensure parents are aware of student departure and arrival times. This will include - a message on the school notice board; contacting the office a couple of hours before due; a message on local radio if ETA is different and the Skoolbag app.