



Kangaroo Inn Area School believes that camps and excursions:

- Establish and foster rapport between parents, students and staff.
- Develop social skills and independence.
- Provide real life application of classroom learning.
- Provide experiences beyond the classroom.

We also believe that it is important to link camps to the curriculum and take advantage of the motivation of the students. Camps and excursions should be an integral part of the students' overall learning experience.

Whenever possible camps should be planned in the preceding year so that venues, buses, etc. can be organised. Camps should be advertised in a newsletter at the beginning of the year, including a rough estimate of the costs. Wherever possible, camps should be staggered so that families are not paying for major camps all in one year.

The following is a guideline for R - 12 Camps:

PRIMARY CAMPS (R-6)

One major and two minor in a three year cycle where there are three year levels in a class or **one major and one minor or an excursion** in a two year cycle where there are two year levels in a class eg the Yr 5/6.

SECONDARY CAMPS (Yr 7-12)

- **Year 7 / 8**

Aquatic focus – includes this as either all or part of camp to benefit from the instruction hours provided by DFE. Look at alternative venues eg Noarlunga, Robe – sailing, alternating on odd years.

Curriculum camps – eg Adelaide Show Camp

- **Year 9 / 10 / 11**

Major Camp – Interstate Camp

Minor Camp – Adelaide Orientation – 2/ 3 night camp

Curriculum Camps – eg Agricultural Camps, Health and PE camps, HASS Camps, English Camps.

COSTS

- **Minor Camp** – up to \$150
- **Major Camp** – up to \$700 (an exception may be the Adventure Camp)

Social Justice

When camps are organised, the school will make every attempt to address social justice issues by employing **time payment and any other appropriate strategies** to enable all students to attend. We have allocated a budget line to subsidise camp costs for families in hardship. We encourage camps to be arranged at different times of the year.

Timing of Camps

Wherever possible camp timing should be arranged as early as possible and preferably by the end of the year prior to their occurrence. This assists planning of the school calendar and helps with bus & venue bookings. They need to be approved by the management committee.

Major events in the school calendar need to be avoided eg Music & Choir Festivals, Work Experience, Sports Days & Presentation Night.

Students not attending Camps are expected to be at school or senior students can organise alternative work experience placement. Subject teachers are to set work equivalent to the number of lessons which would normally be taught.

Planning

A book entitled "Camps & Excursions: Guidelines for Schools" is kept at the front office. All staff coordinating camps **must** refer to it and ensure requirements are met in camp planning.

School Expectations

Appropriate on and off site behaviour prior to and during camp. Ensure students and parents are aware of our Behaviour Code and Consequences. A Behaviour Code form is signed and returned prior to camp.

CAMP AND EXCURSION PROCESS

- Discuss camp / excursion with Line Manager / Principal
- Camps and Excursion Forms A,B,C,D,E need to be completed. These forms are located on the STAFF DRIVE - Camps and Excursions
- Timetable of activity and events to be supplied as part of the application
- In the case of overnight camps the '**Governing Council Risk Assessment for Accommodation Venues**' needs to be completed
- Approval form to Line Manager, Principal, Finance Officer
- Consent forms / Invoices need to be sent home
- Consent Forms (including signed Behaviour Code, Student Health Form, Aquatics Activity form if appropriate) and payment needs to be received prior to the Camp / Excursion occurring or alternative arrangements negotiated
- Medical information and equipment, Emergency Contacts, Phone, First Aid Bag to be taken on all Camps and Excursions
- Camps/Excursions which include:
 - Overseas Travel
 - Teacher Pilot
 - Charter Air Travel
 - Interstate Air Travel
 - Use of Departmental Vehicles/buses interstate

Must use the Education Department Form ED 169 in addition to the school planning and approval check list.

Forms are available on the DFE Intranet and STAFF drive – Camps and Excursions. These need to be submitted at least 4 weeks for camps and 2 weeks for excursions in advance of the activity.

Staff to ENSURE

- Gender equity for camp supervision or advise parents if unable to accommodate
- Follow the DFE Guidelines for appropriate supervision which may be dependent on the type of camp, age of students etc

