

**HARRISON SCHOOL  
EXCURSION AND CAMP POLICY**

**August 2010**



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SCHOOL**

**Rationale:**

At Harrison School we believe that school camps and excursions offer a unique opportunity for learning for our students. Through school camps and excursions, students are given the opportunity to experience a wide range of activities beyond the school setting.

School camps and excursions also offer the opportunity for students to interact with their teachers and peers in a setting vastly different from the classroom. They also provide students with the opportunity to experience different environmental settings and to learn new skills first hand in these settings.

School camps and excursions at Harrison School will occur as part of the school curriculum and will be integrated into that curriculum. They will form part of a sequential program designed to enhance the school curriculum and provide students with experiences and activities relevant to their academic and personal development.

**Implementation:**

An organised and progressive camp and excursion program will be developed for the school. These camps and excursions will be integrated into the class curriculum for the year and will enhance the units of work that occur in that class. The breakdown of camps and excursions is as follows:

Preschool-Year 10                      Excursions in the local area to support curriculum program.

**Camps:**

Year 3/4	3-day-2 nights outdoor education camp.
Year 5/6	3-day-2 nights outdoor education camp.
Year 7	2 day-1 night curriculum based camp.

**Principles:**

All camps and excursions require thorough preparation to ensure issues of safety, site awareness, program negotiation and cost are all addressed. This will also ensure that the camp is addressing the educational needs of the students who will be attending. The following principles will guide the preparation for camps. Issues to be addressed in preparing for camps include:

- Parents should be given at least one term's notice prior to any camp. The camp organiser will provide a timeline for payments and documentation requirements.
- Parents should be given at least one month's notice prior to any excursions.
- The Principal must approve all excursions and camps. In doing so, the Principal will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all ACTDET requirements. The camp or excursion planning form needs to be completed and signed by the Team Leader and the Principal prior to the parents being notified.
- Parents will pay for individual excursions or camps as they occur.

- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion or camp date outlining payment schedule and date to finalise payment. Children whose payments have not been finalised at least 48 hours before the departure date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- A designated 'Teacher in Charge' will implement the school based procedures for each excursion or camp. In consultation with the Principal, the Teacher in Charge will be responsible for all organisational and planning details including funding and staffing arrangements.
- The camp and excursion planning form must be signed off by the Business Manager before notes are sent home to parents.
- All excursion notes must be sighted by the Team Leader and a copy provided to the Business Manager.
- Supervision of students will be the direct responsibility of the teachers conducting the excursion.
- Risk Assessment forms must be completed for all camps and excursions.
- Camps are part of the yearly curriculum and as such, should be considered a school activity. However, parents have the right to refuse permission for their children to attend and we must respect that right. An alternative education program will be provided at school.
- No child should ever be denied attendance at a camp or curriculum excursion due to financial difficulties. Parents are asked to contact the Principal in these situations.
- If a student is unable to complete the excursion or camp due to special circumstances, parents may apply to the School Board for a partial refund. Should the Board approve a partial refund, the amount refunded will depend on costs already paid by the school and the amount not refundable from the camp or excursion provider. The Board's decision will be final.
- Standards of behaviour based on the school's values apply in all camp and excursion situations. Students deemed to not be displaying appropriate behaviour on excursions or camps will be returned to school. No refund will be available under these circumstances.
- Students will be required to wear school uniform for all curriculum excursions in the local area. Approval to vary the uniform due to special circumstances must be obtained from the Principal.
- Students whose behaviour at school has been unsatisfactory may be asked not to attend camp or excursion. This would only occur if in the opinion of the teachers and Principal, the student's behaviour at camp may place staff and students in undue hardship on those attending.

**Policy Links:**

ACT DET

Harrison School Student Support Policy

Review: August 2012