



Camps and Excursion Policy

Date of Policy:

Date of last major review:

Date of next major review:

CONTENTS:

- 1. Definition, Rationale, Purpose, Implementation**
- 2. Implementation Cont. Evaluation**

Definition:

Cudgee Primary School is committed to providing students with an effective Camps and Excursions Program. It is expected that Camps and Excursions are run in a manner which is consistent with the values of the school.

The role of Council in managing Cudgee PS Camps & Excursions Program is to ensure Parents receive accurate information in a timely manner, funds from all student participating in the program are received and the program is operated within budget.

Rationale:

The school council has the responsibility to ensure staff and students have a camps and excursions program which is safe, enjoyable, and financially viable, providing opportunity for the highest possible learning outcomes of our students.

Purpose:

- 1.1. The aims of the School Council in monitoring the Camps and Excursions Program is to:
 - 2.1.1. Ensure opportunity is available for all students to take part in the camps and excursions program.
 - 2.1.2. Ensure the budgeting process is followed prior to camps and excursions taking place
 - 2.1.3. Ensure financial resources are received to cover all costs incurred in the conduct of each camp & excursion which takes place.
- Ensure that Camp accommodation is of a suitable standard to guarantee the safety of both the students and

Implementation:

- 3.1 The aims of the School's Camps & Excursions Policy will be achieved through the implementation of a range of the following strategies:
 - 3.1.1 All Camps are to be approved by School Council.
 - 3.1.2 Camps should be budgeted to cater for a possible shortfall in predicted numbers.
 - 3.1.3 Notification to Parents/Guardians is to be sent home a minimum of 6 weeks prior to the camp commencing. Return dates are to be no later than 3 weeks prior to the camp commencing. This is to enable families every opportunity to cover the cost of the activity and for the office to process receipts.

- 3.1.4 Students who have not paid for the cost of the Camp or Excursion in full prior to the activity taking place will not be permitted to attend, unless a family member has contacted the Finance Manager or Principal to arrange a payment plan.
- 3.1.5 All Camp/Excursion notification is to be on the DET approved camps/excursions permission forms through the CASES 21 system.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle and is due for review in **2017**.