



St Monica's School Oakey

Camps & Excursions Policy

Adopted: February 2014
Amended: February 2016
Review Date: February 2017

Rationale

St Monica's Primary School is a community of faith and life in which the total development of the whole person is the focus. As a Catholic school, St Monica's works in partnership with parents, caregivers and parish in providing an education rich in Catholic identity and heritage, sound in academic learning and supportive of personal growth.

Values

"In all things may God be glorified"

St Monica's Primary School Camps and Excursions policy gives expression to the following values: Community, care, resilience, team work, responsibility, sharing, respect, achievement, belonging, confidence, courage, determination, dignity and support.

Policy Statement

St Monica's Primary School will attempt to provide camps and excursions that are appropriate to the needs, age and capabilities of students. The aim of such camps and excursions is to provide learning opportunities outside the regular school environment.

Understandings

Camps and excursions:

- will contribute to the educational, social, spiritual, emotional and physical needs of the students.
- will be well planned having the needs of the students in mind, and all necessary approvals will be sought.
- will be planned having regard for the financial impact on families.
- will enhance the educational program offered by the school.



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- are considered as part of the curriculum of the school and as such, where possible, all students from the year level cohort will participate.
- will consider as a critical component, the safety and well-being of all participants.
- will be governed by the same code of conduct expectations as those applied during a normal school day.
- supervisors are aware of their heightened duty-of-care expectations when in unfamiliar environments.

Guidelines

The following camps or excursions are deemed appropriate:

Year Level	Excursion	Camp
Prep	Local town excursions & Toowoomba for specific attendance at productions and functions appropriate to the age.	Nil
Year 1	Local town excursions & Toowoomba for specific attendance at productions and functions appropriate to the age.	Nil
Year 2	Local town, Toowoomba and immediate environs.	Nil
Year 3	Local town, Toowoomba and immediate environs.	Nil
Year 4	Local town, Toowoomba and nearby regional environs	Maximum 1 night camp within very close proximity to Oakey.
Year 5	Local town, Toowoomba, Brisbane and regional environs. Alternate between cultural and outdoor/environmental pursuits.	Maximum 4 night camp within South-East Queensland/nearby Brisbane environs.
Year 6	Local town, Toowoomba, Brisbane and regional environs. Alternate	Maximum 4 night camp within South-East Queensland/nearby



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	between cultural and outdoor/environmental pursuits.	Brisbane environs.
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1. All excursions/camps require approval from the Principal prior to parents/caregivers being notified of details.
2. All necessary Risk Assessment are to be completed and communicated to accompanying staff.
3. All details of dates, purpose, activities, transport, accommodation and cost details will be provided to parents/caregivers in written form as early as possible prior to the excursion/camp.
4. Parents/caregivers and students will be made aware of both School Rules and Excursion/Camp Rules prior to departure.
5. Excursions or day trips may involve the use of public or private transport or walking. However, bus travel is the preferred option. Travel in private car will only be used where bus travel is impractical or cost prohibitive.
6. Supervision should be adequate and appropriate to the specific needs of the group.
7. All necessary precautions should be taken to ensure that the activity is safe in nature and location.
8. Written consent must be obtained from parents/caregivers for all excursions/camps.
9. Camps will require a comprehensive medical form completed by parents/caregivers.
10. All children are to be given an equal opportunity to attend excursions/camps, excepting occasions where specific students are invited as representatives.
11. Children with significant special needs will be referred to the Special Needs Committee for consideration of the school's ability to provide adequately and safely for their needs while on excursion/camp. Should it be deemed that such needs cannot be met in these instances; the student's parents will be invited to discuss the matter with the Principal in order to make a decision about participation in the best interests of the child, and for the well-being of other students and staff.
12. Children deemed to be a risk to the safety of themselves and/or others or whose behaviour does not meet expected standards of the school may be excluded from



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participating. In such instances, the principal will consult with the teacher and parent concerned. The principal's decision is final.

13. Where private vehicles are used to transport students all required risk assessment procedures will be undertaken and drivers licence details, car registration, insurance and maintenance details will be collected from parents.
14. Any child jeopardising the safety, wellbeing, or successful conduct of the excursion/camp, students as a group or individually may be excluded and the parent/caregiver may be required to collect the child from the excursion/camp at their own expense.
15. Every effort will be made to notify parents/caregivers immediately in the case of serious illness or accident.
16. The Principal or delegate reserves the right to make decisions whilst on excursion/camp at all times which are in the best interests of students, staff and supervisors.

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Roland Poulton
Principal
February, 2016

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Leanne Mathewson
Board Chair
February, 2016