Camp Information Booklet
Rationale:
The school’s camping program enables students to further their learning and social skills development in a non-school setting. Camps may have a curriculum, cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

Aims:
- To provide children with the opportunity to participate in a sequential camping program that offers a broad range of experiences.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

Who, what, where
1. A camp is defined as any activity involving at least one night’s accommodation.
2. Venues may change due to accessibility and other organisational considerations.
3. The program will be developed sequentially throughout Years 5 to 7.
   - Year 4 – duration of one-day extended school day (‘Day Camp’) 
   - Year 5 – duration of one night / two days 
   - Year 6 – duration of three nights / four days 
4. The school year level staff will ensure that all venues for school camps provide the opportunity to access a range of activities including those by camp providers and school staff.

<table>
<thead>
<tr>
<th>Camp Venues</th>
<th>Approx. cost</th>
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<tbody>
<tr>
<td>Year 4 Term 2 Luther Heights, Coolum</td>
<td>1 day $70</td>
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<tr>
<td>Year 5 Term Apex Camp, Mudjimba</td>
<td>1 night $175</td>
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<td>Year 6 Term Gold Coast Recreational Centre</td>
<td>3 nights $300</td>
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Camp Costs and Payments
1. The school Principal and staff are to ensure that camp fees are reasonable and affordable, and comply with all DET requirements.
2. All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
3. Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be invited to discuss their individual situation with the Principal.
4. Alternative payment arrangements can be made by the Principal on a case-by-case basis.
5. All families will be given sufficient time to make part-payment for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
6. Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
Planning for Camp

Risk Management
Risk Management is a process of identifying the potential risks a particular activity presents to students and supervising adults. Identified risks will be analysed along with a context for the development of appropriate countermeasures. These countermeasures will usually either eliminate the risks or control the risks to an acceptable level. If a specific student’s risk assessment indicates that their high level mis-behaviour is an unacceptable risk, then participation may not be possible. Education Queensland’s Risk Assessment process will be completed prior to camp. The adult, student ratio of 1:10 will be adhered to. Parents accompanying students on camp must have a current blue card and have completed full Student Protection Training.

Medical Issues
Consideration will be given to the medical requirements of students’ participating on camps. Where a camp is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of students, a detailed survey of medical needs of students shall be conducted by the camp organiser to determine the medical needs of the students who are to attend the camp. This shall include information such as:
- any known medical conditions
- any medication which is required
- any allergies
- any medical condition which may prevent a student from participating in a particular activity
- dietary needs
Specific written instruction need to be provided by parents/carers for the administration of medication. Medical forms are located in Administration.

Learner Participation

- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher. A process for this is included in the appendices.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- All camps require School P&C approval. This approval is sought at a scheduled meeting at the first annual meeting. Information presented to the School will include:
  - The educational aims and objectives of the camp.
  - The names of all adults attending and their expertise and experience.
  - Travel arrangements and costs.
  - Venue details and an itinerary of events.
  - Risk analysis report and the procedures followed to ensure the safety of the children.
  - Details on the number of students excluded from camp.
  - Alternative program for students not attending camp.
The above information will be provided to the Principal at least a 2 weeks before the School P&C meeting date.

APPENDIX
This process has been developed to ensure that as a school we have a consistent and fair process to support students to attend school camp, whilst risk managing students with potential behaviour problems that could pose a risk to themselves or others whilst on school camp.
This process is designed to maximise communication to parents of our school’s expectations of student behaviour and to identify “at risk” students and support them to be successful participants in the school camp. In alignment with our school’s responsible behaviour plan for students it is important that all actions of the teachers and administration are considered Supportive, Fair, Logical and Consistent.

It is critical that parents are involved in the process from the beginning.

**Step One**
All students who wish to attend camp are given a “Student Responsibility Information Sheet”. Teachers and administration to discuss this sheet with the students to ensure they understand the requirements and expectations.

**Step Two**
Students are to take home the “Student Responsibility Information Sheet” and discuss sheet with their parents and return with a parent signature. Any forms not returned require a phone call to the parent. The parent/carer should be advised that without a signed form, the student will be unable to attend. If necessary, suggest a meeting with the Deputy Principal.

**Step Three**
Teachers to identify any “at risk” students— these are students who may jeopardise the safety and good operations of the camp due to a failure to act safely, follow adult instructions and be cooperative with their peers. Names must be discussed with school administration.

**Step Four**
Teachers to contact parents of identified “at risk” student to discuss concerns and develop “Camp Contract Card”. Discuss with parents the 3 target behaviours and explain the conditions of the Contract.

⇒ Classroom Teacher is responsible for marking off students’ behaviour based on their target behaviours. ⇒ Parent, Teacher and Admin to sign off at the end of each week
⇒ Parents to be notified if a student receives a “strike” at any stage during the contract.
⇒ 3 strikes incurred during the contract, indicates a student may NOT be eligible to go to camp.

**Step Five**
If a student receives 3 strikes during the contract, the class teacher and the parents then meet with the admin team to discuss the potential risks of the student attending the camp and if it is considered safe for the child to attend.

**Step Six**
The final decision of a student’s attendance at camp will be made through an administration team meeting. Parents will be notified of the outcome.

**Student Safety on camp**
In the event of a critical incident school administration will be contacted and provide support which may include a camp visit and follow up actions.
All minor and major breaches of behaviour whilst on camp will be recorded on OneSchool by teachers, on return to school.
Classroom Teacher is responsible for marking off students’ behaviour based on their target behaviours.

**Target Behaviours** *(as discussed with parent/carer)*:

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________

- Parent/Carer, Teacher and Admin to sign off at the end of each week.
- Parents to be notified if a student receives a “strike” at any stage of the contract
- 3 strikes incurred during the _______ week period indicates a student may **NOT** be eligible to go to camp.

**Initial Meeting Date:** ______________________

**Parent/Carer Signature:** _________________________________

**Teacher Signature:** _________________________________

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<th>Monday</th>
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<th>Teacher Signature</th>
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Respect, safety, cooperation and participation are central to a student’s responsibilities during the camp.

Respect
Students have a responsibility to respect others, their privacy and belongings, as well as the camp and the local environment. Students must:
- Demonstrate respectful behaviour towards peers, class teachers, specialist teachers, relief teachers, teacher aides, bus driver, cleaners, office staff, tuckshop helpers, parents, camp coaches and all adults they interact with.
- Stay away from other students’ belongings.
- Be aware that other students should be protected from excessive noise at unreasonable hours.

Safety
Students have a responsibility to follow safety instructions and procedures at the camp. Students must:
- Wear footwear at all times (fully enclosed shoes during activities).
- Ensure they apply sunscreen regularly.
- Bring a water bottle and be responsible for taking it to and from activities.
- Stay off equipment and activities unless supervised by a teacher or teachers.
- Listen carefully in briefing sessions and during activities.
- Be aware of emergency procedures.
- Ensure that all medication is given to the teachers. (Asthma puffers are to be kept with the student during activities, if required.)
- All jewellery with the exception of earrings (studs /sleepers) and watches are not to be brought on camp.

Cooperation
Students have a responsibility to cooperate with staff and fellow students during the program, thus ensuring all have an enjoyable time. Students must:
- **Stay on task, listen to instructions and directions and be on time for activities.**
- Be positive and friendly with all camp participants.

Participation
In order to maximise the benefits of the camp program students must:
- Be prepared to participate in all activities programmed for them.
- Strive to be part of the group and achieve the group goals.
- Students, who demonstrate by their behaviour that they do not accept these responsibilities are a potential danger to themselves, other participants and the success of the program and will forfeit the right to continue participating in the activity or activities.

Child’s Signature

I, .................................................. have read the information on this sheet. I agree to do my very best to meet the requirements of respect, safety, cooperation and participation outlined on this sheet.

.................................................................................................................................................................................

(Signature)

Parent / Caregiver Signature

I have read the “Student Responsibility Information Sheet” and agree to delegate my authority to the teachers involved. I realise that if my son/daughter ................................................... demonstrates by his/her behaviour that he/she does not acknowledge these responsibilities (as outlined on the Student Responsibility Information Sheet) or is unwilling to accept them, then he/she is a danger to himself/herself, other participants and the success of the program and will forfeit the right to continue participating in some of the camp activities.
I also understand that if my child’s behaviour does not meet the outlined expectations I may be required to collect my child from the camp and incur all costs involved.

.................................................................................................................................................................................

(Signature)

.................................................................................................................................................................................

(date)