



Pinnaroo Primary School
CAMPS AND EXCURSIONS POLICY

Reviewed May 2011

CAMPS

Class level camps and excursion policy is detailed below.

Year Level	Activity	Years	Location
R/1/2	Excursion and/ or sleepover	Annually	Local or Regional

3/4	3 Day Camp	Even	Adelaide
	3 Day Camp	Odd	Lake Culluleraine and Mildura

5/6	Snow Trip 5 days	Even (Possibly every 3 years)	Mt Hotham Victoria
	4 day camp	Odd	Adelaide
	Outdoor Ed Camp		Local

Some form of cultural activity/ aspect must be incorporated in to each camp or excursion to continue to expose students to new and different ideas and activities.

Students are required to attend school if they **are not** attending their year level camp.

Cap Subsidy

Country Areas Program (CAP) subsidizes every student to assist with travel and accommodation.

Teachers need to do the following well in advance when organising a camp:

1. Organise a venue, itinerary and accommodation and complete a Proposal proforma from the Camps and Excursions Folder.
2. Check CAP bus/van timetable for availability of vehicles. Book with Lameroo.
3. Check Bus Driver and organise Police Check and approval from DECS if not already approved.
4. Organise Police Checks and medical forms for all parents attending, if not already approved.
5. Complete an excursion/ camp-costing proforma from the Camps and Excursions Folder and show both proformas to the principal.
6. The cost of teachers and parents needs to be included in the cost to students – ie their food & accommodation is paid for by students
7. Parents attending camps are only asked to pay entrance fees.

8. Write a letter home to parents using the prepared proforma with the school letter head and consent form in the camps and excursions folder. This must be counter signed by the principal.
9. Write information about the excursion (location, times etc) in the daybook and on the school calendar in the Staff room.
10. Interstate trips require approval from Regional Office.

EXCURSIONS

Teachers are required to

1. Complete an excursion/ camp-costing proforma from PPS Camps and Excursions Folder to show the principal; excluding whole school excursions.
2. Write a letter home to parents using the prepared proforma with the school letter head and consent form in the folder.
This needs to be counter signed by the principal.
3. Obtain a list of contact phone numbers from the front office, which needs to be taken with the teacher on the excursion.
4. Write information about the excursion (location, times etc) in the daybook and on the school calendar in the Staff room.
5. Organize work and a supervisor for those students who are not attending the excursion and write this in the daybook on the day.
6. Change/ swap yard duties if needed.

GENERAL INFORMATION

TRANSPORT

Lameroo Regional Community School is responsible for the CAP bus and van bookings.

Our front office should have a timetable of each year's bookings for the bus and van to use to check availability.

Ring the school to confirm and book dates for the bus or van.

After using either the CAP van or bus an invoice needs to be filled in with the kms travelled and sent to Lameroo with a cheque. This is available at our front office.

CAP BUS

There is a booking fee of \$50 to use the bus and the cost of fuel is 80c per km.

Fuel is put on the bus MOBIL card found in the bus.

The bus can hold- 32 primary students plus a driver

24 adults plus a driver.

The driver must be an approved DECS driver.

CAP VAN

There is no booking fee for the CAP van. However you are charged 50c per km travelled. Teachers are responsible for the payment of fuel - do not use the Mobil card.

The van can hold 10 primary students plus a driver.

The driver needs a current driver's license but not a bus license to drive the van and must also have a DECS employee number.

It is expected that the van is returned full of fuel and clean to Lameroo as soon as possible after its used.

Teachers must organise with the school who currently has the bus or van for pick up. To check the location of the bus or van phone Lameroo.

(ie it maybe at East Murray Area school so you need to organise with them how you will collect it)

It is the teacher's responsibility to make sure vehicles are returned clean and full of fuel.

Teachers or drivers must fill in the logbooks in the CAP bus and vans after use.

SCHOOL BUS

Murrayville Community College buses can be used for an excursion but must not disrupt normal bus runs. The cost to use these is ??? per km and most buses hold 23 primary students plus the driver.

PRIVATE VEHICLE USAGE

When transporting students in a private vehicle for camps or excursions the owner/ driver of the vehicle and the passenger's parents must fill in the following forms found in the school's camps & excursion folder.

Use of Private cars on camps/ excursions

Passenger in a private car

PICK UPS

Children may also be picked up along the route –ie from Peake, Jabuk

This needs to be organized with the parents via a note home regarding time and place of pick up.

PARKING

If visiting Adelaide teachers may request permission to park buses in the Torrens Parade Ground on King William Street.

Contact Michelle English (DAIS) giving information including, name of school and contact person, date, times needed and number of buses parking.

Phone: 08 81244000 or Fax: 08 81244010

SUPERVISION

Teacher/student ratios for sleepovers, excursions, camps and sporting activities need to be adhered to. Check Section 7 Camps & 8 Recreational & sporting activities in the DECD camps & Excursions Guidelines for ratios required.

In most cases it is a requirement to have a minimum of two supervisors.

Mixed gender student groups should have mixed gender leadership unless parents have approved of alternatives during the consent seeking process.

Police Checks must be obtained for all parents/ helpers and bus drivers

FIRST AID

Teachers are responsible for ensuring the school's first aid kits, which they take on camps/ excursions, are adequately stocked before they leave the premises and returned to the first aid room after use. Please notify the first aid person if it needs restocking after the event. Teachers are also required to take the Emergency Asthma bag with them on camps and excursions and ensure they have it with them at all times. They should also carry the students contact phone numbers and details with them at all times if there is an emergency.

MEDICATION

Teachers are to ensure student's medication and information about dosage etc is kept in a safe and easily accessible spot and that they are responsible for the administration of it. Teachers need to be aware of students who have their asthma inhaler but students can administer it themselves.

NAME TAGS

Teachers are asked to use the school's nametags when appropriate on camps & excursions. These are stored in the SSO room and need to be returned when finished with. Please make sure all of them are returned. If lost please notify a SSO so it can be replaced.

UNIFORMS

When classes are asked to wear uniform please ensure the students wear school jumpers and not SAPSASA jumpers, as they are not part of our uniform. It is also important that students wear appropriate hats.

SLEEPING ARRANGEMENTS

Children under six years must not use top bunks. Parents must give written consent for students between the ages of 6 & 8 to sleep on top bunks. Include a section on the bottom of "Student Health Information" if required.

ie I give/ do not give permission for my child to sleep on the top bunk.

SLEEP-OVERS

Teachers need to read Section 7.6 about the sleep-over ratios etc and fill in the Sleep-over check list both included in the Camps & Excursion folder. This needs to be authorized the Principal before they let students sleep at school or in the school grounds.