



# BLACKWOOD PRIMARY SCHOOL

*An IB school valuing, supporting and inspiring  
a community of lifelong learners*

Principal: Phil Garner  
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## Camps and Excursions Guidelines (Reviewed June 2017)

Camps and excursions are a valued part of the teaching and learning programs at Blackwood Primary School as they can enhance and enrich learning through new, varied, challenging and practical experiences, across learning areas providing students with significant and meaningful educational experiences.

If camps and excursions are planned all students need to have equitable access in participating therefore; teaching staff discuss with Leadership any concerns they have about individual family financial situations which may prohibit individual student participation; at this point decisions to use the social justice fund can be made.

Camps and excursions may be planned to support our dynamic curriculum and serve an educational purpose. Teachers build into their class-teaching program a lead-up to camps/excursions and a follow-up afterwards. This may involve our Units of Inquiry and may cover a term or part thereof. With this in mind camps and excursions will generally be organised on a "class" rather than a "year-level" basis.

**The school may provide camp and excursion opportunities for students so that they are able to:**

- learn in and out of class/school situations
- live and work in groups, outside of home and school environment
- further develop social skills such as co-operation, tolerance, communication, individual and group interaction
- further develop their problem solving and life survival skills
- interact with adults and other students on a closer personal level than is normally achieved in the classroom situation
- extend their understanding of their physical and cultural environment

Students with severe and multiple disabilities will also be given the opportunities to participate in camps and excursions therefore teaching staff with the support of senior staff need to:

- develop risk assessment plan
- plan for excursions and camps well ahead of time
- inform front office staff of planning well ahead of time to allow liaison with CYHAS for additional health support.

### **CAMPS**

Camps are student learning programs conducted at a location away from school and involve one or more overnight stays. Camps may include:

- Residential camps (Wirraway campsite, Arbury Park, Camp Coorong, Gemini Downs)
- Tenting Camp (Woodhouse, Murraylands Aquatics Centre, Gemini Downs)
- Sleepovers (Zoo Snooze)
- Sporting or class(es) activities.

It is not an expectation that all students will attend a school camp. This will depend on individual classroom programs and circumstances.

The following are deemed to be suitable Camp experiences at each year level.

- A camp (Sleepover) experience in Junior Primary (R-3)
- A camp experience in Middle Primary (4/5)
- A camp experience in Upper Primary (6/7)

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## **EXCURSIONS**

Excursions usually involve a same day return trip to a location away from the school that complement the classroom learning program. Some excursions may be incorporated into a Camp program.

Excursions include:

- Adventure (Bush walking, fishing)
- Celebratory (NAIDOC activities, Come Out)
- Cultural (Interpretive Centres, Museums, Art Gallery)
- Recreational (Picture theatres, ice skating, bowling)
- Environmental and Scientific (Urbræ Wetlands, Science Centre, St Kilda Mangroves)
- Sporting (Swimming, aquatics, sports events)
- Workplace visits (Employment education)

Some "extended" day excursions may be planned where and when the opportunity arises. An "extended excursion" involves students leaving and/or returning after usual school hours.

### **FREQUENCY:**

#### **Excursions:**

The number of excursions and in any one year will vary amongst classes and will depend upon the classroom teacher's evaluation of the needs of the students bearing in mind the principles underlying these guidelines. Where possible, excursion fees will be deducted from the excursion fee billed at the beginning of each year.

## **When a camp or excursion is planned then the following lists outline the responsibilities of all people involved:**

### **RESPONSIBILITIES OF PRINCIPAL:**

The Principal in consultation with teaching staff and others has a responsibility to:

- supervise the organisation of a camp or excursion
- ensure that financial costs allow for all students to participate
- ensure suitable arrangements are made for the safety of students and adults involved in the camp/excursion through contingency plans and risk assessment plans
- ensure that Department of Education and Child Development guidelines are met
- ensure the program conforms to school policies including social justice
- ensure that all staff have training and development and access to information so that effective programmes can be developed
- ensure that staff are familiar with the excursion site or camp so that maximum use can be made of the programme
- ensure that the teaching staff in choosing campsites meet acceptable safety standards
- provide opportunities for time payment if requested by parents.

### **RESPONSIBILITIES OF TEACHERS:**

Teachers have a responsibility to:

- provide opportunities for a wide range of educationally valuable outdoor experiences through camps or excursions specifically connected to the class teaching and learning program
- ensure that a camp or excursion does not discriminate against students because of cost
- ensure that the program is forwarded to the Principal for approval
- notify parents of the intent, purpose, venue, date and requirements of all excursions no later than 2 weeks prior to the event or camps as early in the year as possible
- ensure that all camp/excursion fees are received no less than 5 days prior to the event
- ensure that the program is balanced and suitable for the age group
- ensure Department of Education and Child Development regulations and guidelines are followed

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- ensure that private cars are only used in an emergency and only when the vehicle used is fitted with a car seat with appropriate restraints for students 8 and under, and that third party insurance is available
- ensure that all medical information and medication is collected and available
- ensure first aid knowledge and provisions are available
- as part of the school's behaviour education procedures ensure that parents are advised well ahead of time, of their child's potential exclusion from camp based on risk assessments developed by the teacher and in consultation with the principal
- ensure that contingency plans and risk assessments are developed at the planning stage
- ensure that the chosen campsite meets acceptable safety standards.

## **RESPONSIBILITIES OF STUDENTS:**

Students have a responsibility to:

- participate in class planning for the camp/excursion
- follow the direction of teachers and parent helpers
- observe school and class behaviour code
- act responsibly with other students
- act responsibly to care for other's property and rights
- be responsible for one's own belongings
- provide feedback on the camp/excursion

## **RESPONSIBILITIES OF PARENTS:**

Parents have a responsibility to:

- support the school's program by encouraging their child's participation in camps/excursions
- participate in discussions about the inclusion/exclusion of their child
- notify the school if cost of camp/excursion prohibits participation of their child
- assist on camps/excursions where possible when asked by teachers
- provide full medical information and any required medication

To be read in conjunction with DECS Camps & Excursion Guidelines located at <https://myintranet.learnlink.sa.edu.au/operations-and-management/site-administration/school-administration/camps-and-excursions#title0>

Scroll down to Camps and Excursions Guidelines for Schools and Pre-schools.

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