

Camps Policy - (UAE & International)

Excellence, Diversity, Learning, Integrity,
Community



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By – SLT

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Rationale:

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

Aims

- To provide all children with the opportunity to participate in a sequential camping program
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- 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, tolerance, the Victorian Curriculum Capabilities and the IB Attitudes.

Implementation

- A camp is defined as any activity involving at least one night's accommodation, including sleep overs at school.
- The program will be developed sequentially throughout the school.
- All school camps must be maintained at a reasonable and affordable cost, and comply with all VISS requirements.
- All families will be given sufficient time to make payments for individual camps. Students whose parents have not made full payment for the camp by the due date will not be eligible to attend.
- Only students in the 'Current Stage' on Engage will be permitted to attend camp.
- In the event that the student cancels between one and seven days before the agreed camp start date, unless a valid doctor's letter can be provided, a refund may not be provided. This will be at the discretion of the external provider. Once the account has been received from the provider, VISS will pass the remaining balance on to the parents. If a valid doctor's note is provided, a percentage of the cost will be refunded at the discretion of the external provider. From the eighth day or more before agreed camp start date, the 20-25% deposit will be kept to cover initial costs. The remaining balance of 75% of the trip cost will be refunded to the school and deposited back to the parent when final costing is complete. Please read the individual refund policy for each external provider which is attached to the camp permission note.
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- The Principal of the school is responsible for final approval of all overnight excursions, camps and overseas trips including those requiring sea or air travel, excursions involving weekends or vacations and adventure activities.
- Prior to any detailed planning relating to a proposed school camp, the Teacher in Charge must meet formally with the Head of School to present a planning summary, to discuss the proposed camp, and to seek 'in principle' support for the event.

- If the Head of School's approval is granted, detailed planning should commence using the 'Camp Procedures' or International Travel Procedures proforma as a guide.
- Organizing staff are required to meet again with the Head of School and present him/her with all documentation, ensuring that there is still suitable time to inform the students and families and finalise all required paperwork.

Process and Procedure

The Teacher in Charge must be aware that the Head of School will consider the following: -

- What is the purpose of the camp and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
- Is the location of staff and students throughout the camp including during travel known?
- Is a record of telephone contacts for supervising staff accompanying the camp available?
- Are copies of the parental consent and confidential medical advice forms for those students on the camp available at the school?
- Adventure activities are those that involve greater than normal risk. In such instances, if camps include adventure activities, organizing / external provider staff should ensure the venue meets all licensing requirements and seek advice from peak bodies or skilled and experienced staff with experience instructing the activity to satisfy the Head of School's requirements. External providers will have activity-risk assessments on all facilities and activities students will be participating in.
- For all camps, the Teacher in Charge must have a mobile phone.
- While school camps are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the camp, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp.
- Only children who have displayed sensible, reliable behavior 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 behavior or academics at school. If the unsatisfactory behavior / academics continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Head of School, in consultation with the Teacher in Charge.
- Parents will be requested to collect their child from camp if their child exhibits behavior that is considered unacceptable or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.

To be read in conjunction with the 'Excursions' policy.

Policy Review

This policy is to be reviewed annually