



# ELIZABETH EAST PRIMARY SCHOOL

## Camps and Excursion Policy

### Rationale

Excursions and camps are an integral part of the holistic learning experiences offered at Elizabeth East Primary School. They provide the opportunity for students to be exposed to experiences beyond their normal school environment. It is expected that teachers will program 1 excursion per term for their class that is fully integrated into the educational program for the term.

An important aspect of our learning philosophy is the need to make connections with the outside world, making the learning more meaningful and practical. In doing so, staff go beyond the norm to provide extracurricular experiences linked to learning programs in all sub schools. Excursions form an integral part of this strategy. They provide hands on learning opportunities, seeing, communicating, sampling and evaluating the world around them.

To extend learning, camps and excursions will be:

- integrated** into areas of the curriculum
- sequenced** to avoid repetition
- constructed to include fun and excitement, and made **positive** and **safe** through effective forward planning
- effective in terms of **financial** and **personnel** expenditure.

At EEPS each student is subsidized \$2.00 per child per term for excursions. This subsidy is to be used for educational purposes only.

Approval will not be granted for school funds, in the form of subsidies, to be used for social/recreational/ catering purposes for students. If teachers wish to subsidise this form of excursion it needs to be done from their own class budget (up to a maximum of \$2.00 per student per year) or by invoicing families.

Camp coordinators can apply to the Fundraising Committee to organise fundraising activities specifically to financially assist a particular camp.

Excursion/ camp paperwork must be submitted to the Finance Officer and the Principal in a timely manner that allows for proper consideration of the proposal before any correspondence is sent out to families.

### Process for excursions

1. Identify the curriculum outcomes and learning intentions and then establish what camp or excursion best fits these outcomes.
2. Complete an Application To Conduct An Camp/ Excursion/ Incursion form, located on K:\2013 Staff Information Folder\General School Information\Camps Excursions CHECKLIST.Doc or in the Finance Officer's Office. Please complete the costing at 80% participation to ensure all costs are covered.
3. Once approved by line manager, inform families in a timely manner to consider time allowed for payment.
4. Manage the payment period by regularly reminding families of the payment amount and due date to avoid non-participation and last minute stress.
5. Confirm all details with relevant people at least two days prior to excursion. (Earlier for camps).
6. Inform the Finance Officer if any payment is needed on the day at least two days prior to ensure enough time for cheques to be drawn and co-signed by the Principal.

### Process for camps

1. Complete DECDs form ED169 to ensure all legal requirements are met. This form outlines the necessary checklist and steps when planning a camp. This form can be located on <http://www.decd.sa.gov.au/docs/documents/1/Ed169ExcursionProforma.doc>
2. The above processes need to be followed re timely notes and organisation