

Camps Policy

Monmia Primary School



MONMIA PRIMARY SCHOOL

- Learn and Achieve -

This policy was last presented to School Council in: September, 2018

School Council President: Mary Papaioannou

Rationale

Camps are a valuable part of a student's educational program. As the students have diverse cultural and socioeconomic backgrounds, it is important that all students are catered for equally.

The whole purpose of a camp is to broaden students' educational experiences in a different setting to that of the classroom. Camps are a means of using resources to enhance and enrich student learning.

To ensure that all students get the best possible chance to attend a school camp, the school will make sure that the following factors are taken into account:

- The educational area of study being undertaken i.e: Canberra Camp for 5/6
- The students' experience
- The needs of the students
- The distance from the school
- The cost to the parents/guardians
- The maturity of the students

School camps will be regarded as an integral part of the students' learning and the school curriculum.

As such, a whole school/staff commitment is required. It may be necessary for a member of Leadership to attend a school camp and such decision will be determined by the school Principal. A community service member such as a Paramedic will be required to attend camps that are off school premises.

Aim

Through the camp program teachers will:

- become involved in the decision making, planning, preparation and presentation processes associated with the camps
- further develop students' social skills such as cooperation, tolerance, communication, individual and group interaction
- encourage students to be involved in unfamiliar activities and routines outside the school and home environment
- promote an appreciation of the natural environment and an awareness of survival skills
- provide the opportunity for students to develop their learning skills, including personal and interpersonal skills, through direct experiences.
- progressively develop the students' independence and self-esteem.

Implementation

The following statements provide guidance for curriculum planning and program development:

- All camps must be approved by the Principal and School Council.
- The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
- Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Assistant Principal for reference to the Principal for approval. This decision will be made by the Principal or Assistant Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact

- on the school program for the proposed dates.
- The Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.

Access to Camp

- All efforts will be made not to exclude students for financial reasons. Parents/guardians experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All aspects of the camp will be outlined to parents/guardians in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents/guardians will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Student Engagement and Wellbeing Assistant Principal, in consultation with the special events manager. Both the parent/guardian and the student will be informed of this decision prior to the camp.
- Parents/guardians will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

Organisation

- All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board and on the intranet.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)
- A Paramedic Officer will be sourced to attend Year 3/ 4 and 5/ 6 camps. The paramedic officer could be responsible for the administration of medication.
- It may be necessary for a Leadership member to attend Year 3/4 and or Year 5/6 camp.
- A Specialist Staff may be asked to attend a Year 3/4 or Year 5/6 camp in place of a Leadership member and therefore the regular timetable may need to be altered during this time. Such decision will be made by the Principal and will be regarded as final.
- All information will be provided to parent/guardians .in an envelope

Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the school, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision. _
- Refer: [Safety Guidelines for Education Outdoors](#)
- A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

- The teacher in charge will communicate the anticipated return time with the general office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

As a general guideline, the following camp activities will be organised for each of our the year levels. Programs planned are inclusive of all student needs.:needs:

PREP

Camp activities and games held at school during the day, followed by a barbeque dinner.

YEAR 1/2

Camp activities and games held at school during the day, followed by a barbeque dinner and an overnight sleepover on the school premises. Breakfast at school the following morning, before going home.

YEAR 3/4

A camp that will be three days/ two nights.

YEAR 5/6

A camp that will be five days/four nights.

The Year 3/4 and 5/6 camps are dependent on the following:

- The Victorian Curriculum Standards topic related
- Availability of a suitable venue
- Number of students attending
- Cost
- Distance
- Staffing

Due to circumstances beyond the control of the school, camps may need to be amended or cancelled if any of the above mentioned factors prove to be unsustainable.

PAYMENT

Camps are run on a not for profit basis. A non-refundable deposit is required per student attending and on-time payments are required to retain each student's place. A refund will only be given to students who provide appropriate documentation e.g, medical certificate. Any amount refunded will be less the initial deposit.

STAFF/STUDENT RATIOS

The minimum staff-student ratio for camping is 1:10. A higher staff-student ratio may also be required when the program includes outdoor adventure activities, when camps are conducted in more remote areas or when students with disabilities and impairments are involved.

For the following activities refer to **Appendix 1:**

- Challenge ropes course
- Water based activities (swimming, surfing, canoeing)
- Bush walking
- Rock climbing
- Orienteering
- Bike riding

PARENT/GUARDIAN PARTICIPATION

Parent/Guardian participation will be considered if the staff/student supervision ratio requires more adults than staff attending.

It is an expectation that a parent/guardian volunteer be able to show a caring attitude to all students, however still maintain an authoritative role. They must be able to work as part of a team with other staff members, and be able to give clear instructions to students in a firm but positive manner. Although parent/guardian volunteers play an important role in the camping program, there must be an understanding that the day-to-day decision making is made by the teaching staff.

Parent/guardian participation in the school camping program is considered desirable as it serves to further enhance the partnership between home and school. Classroom teachers actively encourage and support parent/guardian participation in students' camping experiences

in the Prep–2 years.

If there are more parent/guardian volunteers than required, then a lottery system will be used. All parent/guardian volunteer/s will be advised of the outcome (in accordance with item 13 on **Appendix 2**), followed by the community of the relevant year level.

It is expected any parent/guardian volunteer on an overnight camp meets the following criteria:

- All parent/guardian helpers MUST hold a current Working with Children's Check and a photocopy MUST be given to the office when applying to volunteer
- School Council approval is required prior to any parent/guardian attending camp
- Previous experience in working with Monmia students and teachers is desirable
- Full participation in all camp activities
- Any parent/guardian attending will be at the discretion of the Principal.

Note: Toddlers and other children are not permitted at any of the P-6 camping program events due to the duty of care having to be primarily for the students at Monmia Primary School.

EMERGENCY MANAGEMENT

Refer to Checklist (**Appendix 2**) for details regarding completion of the following forms.

SAL (School Activity) NOTIFICATION

- Staff need to make sure they have completed the [SAL Notification](#) document from the DET website

RISK MANAGEMENT

- Staff need to complete the Risk Management Form (**Appendix 3**)

FIRST AID

- First Aid Coordinator to organise first aid equipment
- Ensure all medical forms have been completed and returned to the office.
- Assign a first aid officer for camping activity who will be responsible for first aid equipment, medical forms and administering all first aid incidents during the camping program.
- Student medical forms to be assessed, categorised and actioned (including sleepwalking and bedwetting children having to sleep in lower bunks).
- Make sure any EPIPENS are up to date and given to the first aid officer.
- Ensure asthma puffers are provided where required.

CONTACT

- Administration Staff to be informed of an emergency contact number for the group.
- Staff to have a school mobile phone on them at all time during the camping activity.

PROCEDURES

See checklist (**Appendix 2**) to complete the following:

- Book camp and write in school diary (if camp is being booked well in advance, make a note in the back of the current school diary so it may be transferred into the following year's diary)
- Arrange transport
- Complete Proforma 1 and 2 (**Appendix 4 and 5**)
- Complete SAL and Risk Management form (**Appendix 3**) at least three weeks prior to event
- Organise to have camp put in Dates for the Diary in the newsletter at the start of the year
- Twelve weeks before the camp, organise note home, money collection and staffing/parent volunteers requests (**Appendix 6**)
- Ten weeks before camp is the deadline for parent volunteer returns
- Six weeks before camp, advise ALL parent helpers whether or not they are required (**Appendix 7**)
- Four weeks before the camp, send home specific details regarding what to pack and the medical form to be returned to school (**Appendix 8**)
- Final reminder and instructions for medications being taken on camp (**Appendix 9**)
- Complete SAL and Risk Management
- Organise first aid officer
- Leave contact details at the office
- Notify canteen
- Make any necessary changes at school i.e.: yard duty swaps
- Ensure students remaining at school are catered for with a quality alternative program

Evaluation

After each of the camping experiences, the team will reflect by conducting a Plus/Minus/Ideas reflection. Points to consider will include suitability of the venue, length of camp, cost, catering, sleeping arrangements, variety of activities on offer, safety, attendance, level of student enjoyment, etc.

The Team Leader needs to ensure that the above information is held on file at the office for future reference

Review

2022

APPENDIX 1- STAFF / STUDENT RATIOS

The minimum staff-student ratio for camping is 1:10. A higher staff-student ratio may also be required when the program includes outdoor adventure activities, when camps are conducted in more remote areas or when students with disabilities and impairments are involved.

Outdoor Activities - Swimming

The following guidelines and staff-student ratios are minimum requirements for:

- Venue Type 1: Swimming pool and confined, shallow, natural-water venues
- Venue Type 2: Open, deep-water venues, non-surf beaches (for surf beaches, see Venue Type 3)

Venue Types 1 and 2:

- At least two excursion staff must supervise students involved in swimming activities, whether the activities are of recreational nature or a structured swimming lesson. A teacher employed by the school must be present and have overall responsibility for the activity.
- Lifeguards at pools and beaches can only be used for supervision and counted in staff-student ratios if they do not have general lifeguard duties at the venue at that time, and their sole responsibility during the activity is for the students in the program.
- One excursion staff to no more than ten students (1:10) in the water.
- Staff-student ratios and the maximum number of students in the water at any one time will vary according to the levels of risk perceived to be associated with the activity. When determining the specific staff-student ratio for each activity, consideration needs to include the age and experience of students, the experience and qualifications of excursion staff, characteristics of the venue, and weather and water conditions.
- Arrangements need to be sufficiently flexible that should water conditions become more challenging, activities can be transferred to another venue or a plan be implemented to make groups smaller and more manageable for easier supervision, or some other appropriate action.
- The maximum number of students in the water at one time should be based on an assessment of beach conditions and their effect on effective supervision.
- If there are not sufficient qualified staff to supervise the number of students who are to be involved in recreational swimming, a plan to rotate students in and out of the water may be implemented to maintain safe supervisory ratios.
- The minimum ratio of one excursion staff to no more than twenty students (1:20) should be maintained for students who are not in the water. Appropriate on-shore activities may need to be provided for these students.

Venue Type 3:

All 'surf venues', i.e. beaches with direct access to ocean waters, any beach exposed to ocean swell and any beach that is exposed to currents, strong winds or large waves. The following guidelines apply:

At least two excursion staff must supervise students involved in surfing activities.

- For all recreational surfing with or without boards, the minimum ratio of one excursion staff to no more than five students (1:5) should be maintained.
- For students in the water receiving surfing instruction without boards, the minimum ratio of one excursion staff to no more than five students (1:5) should be maintained.
- For students in the water receiving surfing instruction with boards, the minimum ratio of one excursion staff to no more than eight students (1:8) should be maintained.
- For students who are not in the water, a minimum ratio of one excursion staff to no more than twenty students (1:20) should be maintained.
- Lifeguards at beaches can only be counted in staff-student ratios if they do not have general lifeguard duties at the venue at that time and their sole responsibility is for the students in the program.

Rope Courses

A minimum of two excursion staff, one of whom is a teacher employed by the school, and at least one who is suitably qualified or experienced in challenge ropes course activities, must always be present with the students.

The minimum staff-student ratio for a challenge ropes course that has a low level of difficulty and is compact in design is 1:12. Where the course has a higher level of difficulty, additional excursion staff should be available to supervise the more difficult elements when students are using them.

Bushwalking

A minimum of two excursion staff is required, one of whom is teacher employed by the school. When determining the staff-student ratio, the age, fitness and experience of students and excursion staff must be considered, together with the length of the

bushwalk and the locality.

The minimum ratio is 1:10 for day bushwalks. The minimum ratio is 1:6 for overnight bushwalks.

Where there are students of both genders on overnight walks, excursion staff should include at least one male and one female.

Orienteering

Where the orienteering activity is conducted outside the school grounds, a minimum of two excursion staff, one of whom is a teacher employed by the school, must be present. The age and experience of students and the locality need to be considered when determining the appropriate staff-student ratio.

The following minimum ratios apply:

- in city or town parklands with well-defined boundaries, a minimum of 1:20
- in neighbourhood streets, and in small areas of bushland with well-defined boundaries and close proximity to centres of population, a minimum of 1:15
- in larger areas of bushland and more remote bushland areas, a minimum of 1:10

Horse Riding

The age, maturity, ability and experience of the students, together with the predictability of the behaviour of the horses and the type of terrain, need to be considered when determining the staff-student ratio. However, a minimum of two excursion staff should be at any riding program. A teacher employed by school must always be present.

A ratio of one beginner rider to one qualified or suitably experienced excursion staff is required for mounting and dismounting.

Thereafter for beginner riders:

- in a suitable enclosed area, with suitable horses, the minimum ratio is 1:8
- on a suitable trail ride, with suitable horses, the minimum ratio is 1:6 with a minimum of two qualified or suitably experienced excursion staff on the ride.

For semi-experienced riders, with basic horse handling skills (for example, able to trot safely and fully control a horse):

- in a suitable enclosed area, the minimum ratio is 1:10
- on a suitable trail ride, with suitable horses, the minimum ratio is 1:8 with a minimum of two excursion staff on the ride, one of whom should be qualified or suitably experienced.

Excursions not involving adventure/physical education activities

The degree of supervision for students involved in 'non-adventure' excursions is a matter for local decision. Significant factors in determining what constitutes adequate supervision include the age and maturity of the students, the nature and location of the excursion and the mode of transport required.

- For day excursions, the minimum requirement is one excursion staff per twenty students (1:20).
- For tours, including interstate tours, the minimum requirement is one excursion staff per fifteen students (1:15).

APPENDIX 2- CHECKLIST

Team:	
Event:	
Date:	

Check the Excursion and Camping Policy about frequency of camps and excursions

PLANNING AN EVENT	TIMELINE	✓ & DATE
<p>1. Contact venue and make tentative arrangements i.e. booking for expected number on suitable day/s, cost per child.</p> <p>2. Check School Calendar that event doesn't clash with other School Activities.</p> <p>3. Investigate transport expenses and calculate total costs.</p> <p>4. Decide on staff to attend and any special needs children that may need support.</p> <p>5. Complete Pro Forma 1, including the information that you have gathered and hand to Leadership and School Council for approval.</p>	Previous year (for camp) or previous term's planning day (for excursions)	
<p>6. Once event is approved – confirm your booking, write in School Diary, add to online calendar and put in Dates for the Diary in the School Newsletter</p> <p>7. Fill in Money Collection Form and hand in to Office</p> <p>8. Liaise with Office about children who have not paid Resource Charge (if necessary)</p> <p>9. Order Bus and enter information into "Bus Book" found in Excursions Folder kept at the Office. Arrange pickup and drop off points and times.</p>	14 weeks before camp or 8 weeks before excursion	
<p>10. Event Note prepared and submitted to Principal by email. Use templates from shared drive, amending dates, costs etc as required</p>	13 weeks before camp or 7 weeks before excursion	
<p>11. Note home, money collection and staffing/parent volunteers requests</p>	12 weeks before camp or 6 weeks before excursion	
<p>12. Check there are nametags for all students going on excursion.</p> <p>13. Confirm parent helpers with all who have volunteered.</p>	6 weeks before camp or 2 weeks before excursion	
	4 weeks before camp or 2 weeks before excursion	

<p>14. Collect report from Office on payments received</p> <p>15. Send home medical form and specific details on what to pack/bring.</p>		
<p>16. Collect permission slips and check that all are signed.</p> <p>17. Fill out School Order or Cheque Requisition for venue.</p> <p>18. Notify canteen of excursion/camp</p> <p>19. Yard Duty swaps have been arranged and put up on the whiteboard. First Aid covered if you are on duty.</p> <p>20. Names of children not attending and arrangements made for these children.</p> <p>21. Confirm all relevant details and bookings</p>	1 week before excursion	
<p>22. Collect cheque from office.</p> <p>23. Student not attending activity form must be sent to the office – one form for each grade attending.</p> <p>24. Ensure all children attending an excursion are wearing name tags.</p> <p>25. Mark roll before departing</p> <p>26. Collect first aid equipment</p> <p>27. Collect permission slips to take to event</p>	Day of event	

APPENDIX 3 - Analysis of activities for risk and safety management

Activity and Venue:	
List safety issues, risks, hazards:	•
Can a satisfactory plan be developed to keep participants safe?	No → Avoid Activity

Can a satisfactory plan be developed to keep participants safe?

Yes → Develop Safety Management Plan [Consider/include]

Risk Management Assessment Form

Section 1 –Environment Emergency Management Assessment

Venue Assessed _____ for **month** of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour 	<ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
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Very high or high likely-hood / very higher high impact		
Very high, High and moderate likelihood /Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions as part of the camp.

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
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<p>People</p> <p>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number</p>		
<p>Equipment</p> <p>Resources that impact on the activity e.g. clothing, footwear, teaching equipment</p>		
<p>Environment</p> <p>Factors that impact on the activity e.g. Weather, terrain, water</p>		
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p>If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		

APPENDIX 4 - PRO FORMA 1: Camp approval

(For submission to School Council)

This form must be completed and handed to the Principal five days before School Council.

If possible Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. It is suggested that a Teacher-in-charge attend the Council meeting if possible.

<p>Name of Activity:</p>	
<p>Proposed Date/s:</p>	

Participating Year Level(s):			
Venue:			
Address:			
Phone:			
Fax:			
Contact Person:			
Teacher in Charge:			
Participating Teachers:			
1st Aid Officer:			
Student No's in Total:		Staff/Student Ratio:	
No. Students Participating:		Arrangements for non-participants:	
Integration Special Needs Students Attending:			
Integration Aide: (Required re time in lieu)			
Transport:			
Company Name:			
Phone/Fax:			
Departure Times:		Return Times:	
Purpose:		Costs:	
		Transport	\$0.00
Relevance to Curriculum:		Admittance:	\$0.00
		Spending:	\$0.00
Any other information:		Additional	\$0.00
		TOTAL (per child)	\$0.00

Office Use Only

Camp:		Approved		Not Approved
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Total number of students in class:

Total attending event:

Total not attending event:

Special Events Manager's Signature: Date:

APPENDIX 6- Sample Camp Note

Department of Education and Training CAMPS Parents/Guardians consent form

Name of school:

MONMIA PRIMARY SCHOOL

Title of camp:

Educational purpose of the program:

What do you hope the students will learn from the experience?

Details of supervising staff:

Name all staff and indicate who the teacher-in-charge is.

Costs:

Include all foreseeable program and incidental costs as well as the refund policy.

Name and contact details of the 24-hour school emergency contact:

This is for parents/guardians who need to contact students during the program. You can list more than one contact.

Departure details

Include the time, date and place where students depart for the camp.

Return details

Include the time, date and place where students return from the camp.

Distance from expert medical care:

How far the students will be away from expert medical care (eg. hospital or ambulance)?

Accommodation arrangements:

Type of accommodation eg. campsite, tents, caravan park etc

Travel arrangements:

How will students be transported to, during and from the program?

Adventure activities to be undertaken or that may be offered to students throughout the program:

List proposed activities as well as any alternative or back-up activities planned.

Activities within this program present the potential for students to sustain physical injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.

A risk management plan for this program has been developed by staff and is available for parents to review on request.

Attachments

- Daily itinerary
- Group equipment list (if relevant)
- Clothing list
- Medical form
- Further location descriptions (if applicable)

Student behaviour

'I understand that in the event of my child's misbehaviour or behaviour that poses a danger to himself/herself or others during the camp, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.'

Student illness

'I understand that in the event camp staff determine it is necessary for my child to be sent home early due to illness, any cost associated with his/her return will be my responsibility.'

Cancellations or Alterations

'I understand that the principal may need to cancel or alter camp arrangements at short notice, for safety reasons or due to circumstances beyond the control of the school, and while the principal will try to minimise inconvenience or financial losses to parents, these may be unavoidable.'

Student accident insurance and ambulance cover

The Department of Education does not provide student accident insurance or ambulance cover. Parents may wish to obtain student accident insurance from a commercial insurer and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

Parents/Guardians consent

I have read all of the above information provided by the school in relation to the [insert program name here], including any attached material.

I give permission for my daughter/son _____ (full name) to attend.

Parent/Guardian: _____ (full name)

_____ (signature) _____ (date)

In case of emergency I can be contacted on:

_____ OR:

***NEW* Contact tracing**

Some camp venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives.

Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria.

The Department of Health has **strongly recommended** that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required.

Parents/carers/guardians are advised that, when required, the school will be providing camp venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number.

Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 28-day period.

Note: Parents/Guardians should also complete the 'Confidential medical information for school council approved school camps'.

MONMIA PRIMARY SCHOOL 3/4 CAMP 20?

I have read the information provided and I would like to volunteer to attend the xxxxxx Camp from ??-? May 20.

I understand that my attendance depends on the number of students attending and that I will be advised six weeks prior to the camp as to whether I am required or not.

Child's Name _____ Year Level _____

Signed _____ Dated _____

Parent/Guardian Name _____ Phone _____

I have a current Working With Children Check (copy attached)

APPENDIX 7- Sample Parent/ Guardian Volunteer Response

SAMPLE ONLY

Dear

Thank you for volunteering to assist with our camp. You have been selected to join us and we look forward to your inclusion on our trip.

Your child's classroom teacher will provide you with further information soon.

Kind regards

The 3/4 Professional Learning Team

Dear

Thank you for offering to assist with our camp.

Due to the student and staff numbers, we will not be requiring your help this time.

We thank you for your kind offer and look forward to you helping us at future school events. Kind regards

The 3/4 Team

APPENDIX 8- Sample What to Bring

SAMPLE ONLY
WHAT TO BRING – 3/4 CAMP TO xxx

We are delighted that your child is participating in the camp!

Please remember that final payments are due by xxx.

The following is a list of items that you will need to pack for this exciting event:

- Morning snack, lunch and a disposable water bottle should be sent from home for the first day of the camp. Please put these in a backpack or plastic bag to take on the bus.
- Sleeping bag, pillow with pillowcase, pyjamas and warm socks for sleeping

- Face washer, bath towel, soap, toothbrush and toothpaste
- Tissues, sunscreen, camera (optional, preferably disposable)
- A set of fresh clothing (long pants, t-shirt, jumper, socks and underwear) for each day away plus a spare set
- Comfortable walking shoes plus a spare pair in case they get wet
- Spare plastic bags for dirty shoes and clothes
- Warm coat, scarf, beanie and gloves
- Torch with batteries for a night-time walk
- A card game
- Good manners
- All items (clothing, footwear, underwear, sleepwear, toiletries, etc) must be named as many students tend to get their items mixed up in the excitement.

If you have any questions regarding this camp, please do not hesitate to discuss these with your child's classroom teacher.

Thank you for your co-operation in helping this event to run smoothly.

Year 3/4 Teachers

APPENDIX 9_ Sample Medication Form

SAMPLE ONLY
FINAL DETAILS AND INSTRUCTIONS FOR MEDICATION- 3/4 CAMP TO xxxx

Hello Campers!

Here are some last minute reminders before we head off on Wednesday.

- Check-in for camp in school courtyard between 8:30am and 8:45am
- Bus departure at 9:00am
- Remember to pack your snack, lunch and water bottle in a small separate bag that you will have with you on the bus. Your large bag containing your clothes, bedding etc will be stowed under the bus.
- If you have any medication that needs to be taken on camp, please complete the form below and place it in a snap-lock bag with your medication and hand it in to teachers outside the library on camp departure morning.

INSTRUCTIONS FOR MEDICATION

Child's Name _____ Class _____

Condition/s _____

Medication Name	Dosage (how much)	Frequency (how often)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Parent/ Guardian Name _____ Parent Signature _____

Staff Name _____ Staff Signature _____