



CAMPS AND EXCURSION POLICY

<p>Purpose</p>	<p>At Redeemer Lutheran College, Biloela, camps and excursions are an important part of the educational program. They provide students with opportunities to extend their learning beyond the classroom and support their academic, physical, social, emotional and spiritual development.</p> <p>This policy ensures that camps and excursions are purposeful, curriculum-aligned, and conducted in a safe and responsible manner, consistent with the College's Christian values.</p>	
<p>Scope:</p>	<p>This policy applies to all College-organised camps and excursions that involve a variation to the normal school routine.</p> <p>It applies to students, staff, parent helpers, volunteers and any external providers involved in the planning or delivery of these activities.</p>	
<p>Status:</p>	<p>Approved</p>	<p>Replaces: October 2024</p>
<p>Approved by:</p>	<p>College Council</p>	<p>Date: October 2025</p>
<p>References / Related Policies:</p>	<p>N/A</p>	
<p>Review Cycle:</p>	<p>Biennially</p>	<p>Next Review date: October 2028</p>
<p>Version Control:</p>		

CAMP AND EXCURSION POLICY

PREAMBLE

At Redeemer Lutheran College, Biloela, we believe that camps and excursions offer a unique opportunity for learning for the students in our care. Through camps and excursions, students are given the opportunity to experience a wide range of activities that is not possible for them to experience in the normal school setting. Camps and excursions also offer the opportunity for students to interact with their teachers and peers in a setting vastly different from the classroom.

Through this Camp and Excursion Policy, our College aims to provide students with a sequential and varied range of experiences that will enhance their academic, physical, social, emotional and spiritual growth. We aim to provide students with the opportunity to experience different environmental settings and to learn new skills first hand in these settings. It is also our hope that students will grow in their relationships with peers and staff.

Camps and excursions at Redeemer Lutheran College, Biloela will occur as part of the College Curriculum and will be integrated into that curriculum. College camps will form part of a sequential program designed to enhance the College curriculum and provide students with experiences and activities relevant to their academic and personal development. Class excursions, for all year levels to enhance learning, are encouraged but optional.

OBJECTIVES

Aims of camps and excursions provided include:

- To help students acquire an appreciation of God's creation.
- To develop among the students, a growing sense of Christian fellowship and group cooperation, showing care and concern for each other.
- To provide each student with the opportunity to develop independence, resourcefulness, flexibility, creativity and confidence in his / her ability to cope purposefully and adequately with an environment different from that of his / her school and home area.
- To provide an alternative opportunity for personal development and social interaction for students, teachers and adult helpers.
- To promote an appreciation of outdoor adventure experiences and an awareness of and a positive attitude towards the natural environment.
- To acquire proficiency in skills associated with camping.
- To provide a basis for future outdoor studies and recreation activities.
- To provide opportunities to students for a practical extension of classroom work in a variety of subject fields Eg; Science- conservation, habitats, ecology and biology; Geography- map reading, land use; History; Mathematics - estimation, time, measurement and orienteering; Health - nutrition, protection from sun, injury, bites, strains and burns; Physical Education - hiking, swimming, canoeing and the usual sports.
- To develop a body of knowledge pertinent to a variety of subjects. Eg History, Science, Geography, Physical Education.

POLICY

An organised and progressive camp program, that is financially accessible to all families, will be developed for selected year levels. No child should ever be denied attendance at a year level curriculum based camp due to financial difficulties. Parents should approach the Principal in these situations. Participation in College Camps is encouraged. As camps are a curriculum-based alternative for that week schoolwork and supervision will not be provided for students if parents choose for their child to not attend camp. Camping destinations may change from year to year depending on availability, cost and curriculum foci.

Camp fees are advertised each year on the College's Fee Structure. Camp fees will be charged, in full, on the student's account in the term that the camp occurs. Payment is required before Camp begins. Parent helpers at camp require Blue Cards. These need to be sighted and copied by Administration staff before camp departure.

Organisation and participation in class excursions will be at the discretion of individual class teachers and the Principal. No excursion fees will be charged. Depending on the excursion students may be asked to bring spending money for meals or souvenirs.

Standards of behaviour apply in all camp and excursion situations. The normal College rules and expectations regarding both behaviour and consequences will be employed. Repeated and/or serious breaches of College rules and expectations may result in students being sent home early at the parents' cost. Students whose behaviour at school has been unsatisfactory may be asked not to attend camp and continue their academic program in another class for the period of camp. This would only occur if in the opinion of the teachers and Principal, the student's behaviour at camp would place staff and students in danger or would place undue hardship on those attending.

Variation to School Routine (VSR) and Risk Assessment forms must be completed for all camps and excursions and placed on file.

These camps and excursions will be integrated into the class curriculum for the year and will enhance units of work that occur in that class.

Staff transporting students in personal vehicles must do so only under the following guidelines:

- Local destinations only
- Complete Private Vehicle to transport Student Permission Form
 - [Private Vehicle to Transport Students](#)
- Only as a last resort
- Teacher is agreeable to the risk
- Minimum of two students at a time
- Permission is obtained (in writing) from the Principal

PARENT INVOLVEMENT

Significant adult support is required for excursions. For Junior Primary (Prep - Year 2) classes the ratio of 1 adult to 5 students is required for all excursions. For Senior Primary (Year 3 – Year 6) 1 adult to 10 students is generally suitable.

It is acknowledged that some camps cannot run without parent involvement but with the aim to develop student independence the number of parent helpers is kept to a minimum. The Principal and classroom teacher will decide who to approach to attend, taking into account the following:

- Balance of male and female adults taking into consideration the gender of the teacher.
- Needs of individual students including children with special medical requirements that may require a parent to attend camp, e.g., severe asthmatics, diabetic, behavioural challenges, anxiety/mental health diagnosis.
- Special skills of parents.

When assisting with excursions or camps

- Alcohol must not be kept or consumed.
- Smoking and/or Vaping is not permitted.
- Should a child be disobedient parents are to report this to the supervising teacher. Parents are not to discipline the child either verbally or physically.
- Parents are to encourage the children to participate fully in every activity. They are not to assist children by doing the activity for them. For example, during a group challenge activity, parents may need to stand back (with the teacher) and watch the problem solving process unfold.

Parent Contact

In line with the goal of developing students' independence, parental contact during camps and excursions is limited to emergencies only. Emergency contact numbers are requested prior to camp and will be used by the supervising teacher in case of an emergency (student sickness, student injury).

Prior to students leaving for camp, parents will be informed of the contact number of the supervising teacher that can be used in case of a significant family issue that needs to be communicated to their child. After being informed of the family issue, the supervising teacher will use their professional discretion in regards to what further communication is required; direct or indirect.

Contact is restricted to:

- Assist students in developing their personal independence.

- Ensure students and the supervising teacher is available and focussed on the planned activities. Our camps and excursions are well planned and have minimal downtime.
- Assist students in coping with separation from parents and family. Experience has demonstrated that parental contact exacerbates home sickness even in students who believe they will not miss their family. A student prone to homesickness will often download negative feelings during a phone call, feel much better at the conclusion of the call and the result is a distressed parent.

PLANNING AND IMPLEMENTATION

All camps and excursions require thorough preparation to ensure issues of safety, site awareness, program negotiation and cost are all addressed. Ideally camps should be booked 12 months in advance and excursions require a minimum of 4 weeks' notice. Thorough preparation will also ensure that the camp or excursion addresses the educational needs of the students who will be attending.

The following steps should be taken in preparing for camps and excursions:

1. Discuss camp or excursion ideas with the Principal and then submit Variation to School Routine (VSR) and Risk Assessment forms outlining the purpose and details of camp or excursion including full costs. Check the College's term planners for possible clashes with other events.
 - [Risk Assessment Form](#)
 - [Variation to School Routine](#)
2. Once approval has been gained from the principal, parents should be notified at least one month before camps or two weeks before excursions.
3. Discuss with your class. Initial discussion is aimed at generating enthusiasm among the students. Later discussion assists with preparing students.
4. Organise and confirm transport; commercial bus, College car, private transport. Bus bookings are to be made via email through reception.
5. Contact camp staff or excursion venue staff to organise and confirm program. Prepare detailed itinerary / program.
6. Ask Administration staff to set up event in Parent Lounge.
7. Inform Parents and get permission via Parent Lounge for each student to attend. Ensure that parents are fully informed of dates, itinerary and what students will need to bring.
8. Make sure the first aid kit and other essential supplies are up to date and packed ready to go.
9. Phones and electronic games and music are not permitted on camp. An exception may be considered for this when long periods of travel are required with the approval from the Principal. Students are to wear wide brimmed hats at all times.
10. Organise your program of in-camp / night-time activities, groupings for activities and sleeping and rosters for meal preparation and cleaning.

AFTER CAMP /EXCURSION FOLLOW UP

1. All equipment needs to be cleaned, dried, checked, repaired (if necessary) and packed away properly immediately after returning from the camp or excursion e.g First Aid Kit and sporting equipment.
2. Provide Business Manager with all receipts and invoices.
3. Send thank you letters to all those people who have assisted in any way.
4. Complete the evaluation of the camp.
5. Consider a follow-up parent-teacher evening, assembly presentation or similar activity e.g., sharing photographs.
6. Update the file associated with the camp.
7. Book the camp for the following year.
8. Write your magazine article and submit it to the magazine coordinator. Upload all photos to appropriate folder on SharePoint.

ASSESSMENT AND EVALUATION

1. At the end of the camp excursion or unit of study, the children should have completed some response activity. This could be by way of diaries, written expression, visual and or audio presentations, oral presentations. This should be properly assessed, and the results recorded in your program.

Approved/Reviewed	College Chairman	Principal	Review Date
20/10/2021	Gavin Lotz	Eureka Coetzee	October 2023
18/10/2023	Gavin Lotz	Megan Worthington (Acting)	October 2025
16 October 2024	Gavin Lotz	Megan Worthington	October 2027
October 2025	Gavin Lotz	Megan Worthington	October 2027



CAMP AND EXCURSION CHECKLIST

- Discuss with Principal.
- Write a parent letter and submit to principal via reception@rlcb.qld.edu.au for approval and distribution on school letterhead.
- Bus booking
- Complete a Variation to School Routine (VSR) and a Risk Assessment form for approval.
- Complete a Private Vehicle to Transport Students Permission Form if applicable.
- Ask administration to set up an event in Parent Lounge and distribute letter via email.
- Teacher to organise all aspects of camp/excursion.