

SCHOOL CAMPS AND EXCURSIONS POLICY



Help for non-English speakers.

If you need help to understand the information in this policy, please contact the school office.

Ph: 9311 1511

PURPOSE

To explain to our school community the processes and procedures Rosamond School will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Rosamond School. This policy also applies to adventure activities organised by Rosamond School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Rosamond School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school 'sleep-overs' on school grounds

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

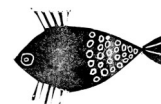
Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Lifelong Learning

Rosamond School	School Camps and Excursions Policy
Rosamond School Council last ratified this document on:	13 th December 2023
Ballarat Road, Braybrook, Vic 3019	
Telephone: (03) 9311 1511	
Email: rosamond.ss@edumail.vic.gov.au	



POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

PLANNING

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Rosamond School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Rosamond School is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

OVERSEAS TRAVEL

The [Smartraveller](#) website is the Australian Government, Department of Foreign Affairs and Trade (DFAT), travel advisory and consular assistance service. This site also provides useful travel information and tips.

Rosamond School will ensure that it:

- complies with any DFAT travel advice current for the proposed location;
- subscribes to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas;
- reviews its risk assessment if there are any changes to the DFAT travel advice.

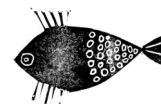
The cost of medical and hospital treatment is high in some countries; therefore Rosamond School recommends that all students and staff take out travel and medical insurance for the entire overseas trip.

EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

In the event of an emergency, to ensure information is provided to emergency services, Rosamond School will notify the:

- DET of any approved school camp or excursion at least three weeks beforehand using the [Student Activity Locator online form](#). A user guide has been developed to help schools complete the online form, see: [Student Activity Locator - User Guide](#)
- [Department of Foreign Affairs and Trade](#) (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.

Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.



Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.

Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury:

- staff on the excursion will:
 - take emergency action as documented in the excursion and camp's emergency and risk management plan
 - immediately notify the school principal
- the Principal will make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.

FIRE DANGER OR BAN

The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Rosamond School will follow the Department's emergency management (bushfires) procedures for off-site activities.

RISK MANAGEMENT

An assessment of excursion risks will be undertaken in accordance with Department guidelines - [Planning – Managing Risk](#).

For excursions requiring school council approval, an excursion risk assessment plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

Supervision

Rosamond School follows the Department's guidelines in relation to supervision of students during excursions and camps.

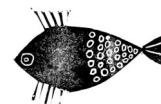
All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Parent volunteers

Lifelong Learning

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Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus license, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

Rosamond School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card. [For more information about when a WWC Clearance is required, see [Volunteers page](#) on the School Policy Templates Portal.]

The Principal is responsible for the conduct of all excursions and must comply with the Department policy on the *Schools Policy Advisory Guide*

(<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>) including ensuring that

- An online *Notification of School Activity* form is completed prior to the activity – <https://partner.eduweb.vic.gov.au/sites/sal/#/> (link requires log in) 6 weeks prior to the activity date, and ensure details are entered on daily planner
- a planning and approvals process is undertaken.

Parent/carer consent

For all camps and excursions, other than local excursions, Rosamond School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Example School informs parents about school camps and excursions by placing a note in student bags and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

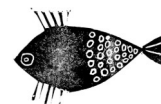
For local excursions, Example School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Example School will also provide advance notice to parents/carers of an upcoming local excursion through a note home in the student's bag or in the communication book. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Rosamond School will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Most camps and excursions provided by Rosamond School enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy. Consent forms will have clearly stated payment amounts and finalisation dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Lifelong Learning



Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution, but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

Rosamond School will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager. The Business Manager/ can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

Refunds

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

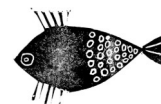
It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

Behaviour expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement*. A meeting will be held prior to the Camp/Excursion to discuss appropriate safe guards and procedures that need to be put in place for the student to participate fully in the experience

Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement and Inclusion policy. In extreme cases the camp or excursion staff, following consultation



with, and the approval of, the Principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home; and
- of any costs associated with the student's return which will be the responsibility of the parents/carers.

Electronic Devices

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp or excursion.

Food

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Rosamond School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

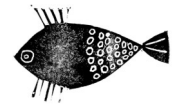
- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- Statement of Values and School Philosophy



ROSAMOND SCHOOL

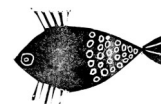


- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	13 th December 2023
Approved by	School Council
Next scheduled review date	13 th December 2027





APPENDIX A

Student / Teacher Ratios

Click on the hyperlinks to take you to all relevant information and the current staff – student ratios for the following outdoor activities.

<p><u>Abseiling and Rock Climbing</u> <u>Abseiling Walls and Artificial Climbing Walls</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorabseilpeople.aspx http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx</p>	<p><u>Rock Climbing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimbrock.aspx</p>
<p><u>Bushwalking</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwalk.aspx</p>	<p><u>Ropes Course Challenge</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrope.aspx</p>
<p><u>Camping - Overnight</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcamp.aspx</p>	<p><u>Sailing (Small Boats - Dinghies, Catamarans)</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsail.aspx</p>
<p><u>Canoeing and Kayaking</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcanoe.aspx</p>	<p><u>Snorkelling</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsnorkel.aspx</p>
<p><u>Cross Country Skiing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskicountry.aspx</p>	<p><u>Scuba Diving</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorscuba.aspx</p>
<p><u>Cycling</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcycle.aspx</p>	<p><u>Sea Kayaking</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoor kayak.aspx</p>
<p><u>Downhill Skiing and Snowboarding</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskidown.aspx</p>	<p><u>Surfing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsurf.aspx</p>
<p><u>Horse Riding</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorride.aspx</p>	<p><u>Swimming - Recreational</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx</p>
<p><u>Orienteering</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoororient.aspx</p>	<p><u>Water Skiing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwaterski.aspx</p>
<p><u>Rafting</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorraft.aspx</p>	<p><u>Windsurfing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwindsurf.aspx</p>





APPENDIX B

APPROVAL PROFORMA: Excursions and Activities Requiring School Council Approval

All information on this proforma is required. Add attachments if necessary.
School councils are responsible for approving

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Complete the [Student Activity Locator \(SAL\)](#) three weeks prior to the excursions.

Sections with an * have explanatory notes included at the end of this document.

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of Program:

Year level(s):

Location(s):

Date(s) *:

Name of teacher-in-charge:

EDUCATIONAL PURPOSE*

PROGRAM DETAILS

Program outline* including:

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

Overnight Accommodation*

Type of accommodation

Accredited residential campsites

Tents/camping

Other (please specify):

Physical Location

For example, name, address, or map and grid reference.

Contact phone number(s)

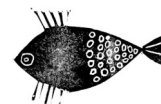
Residential Campsite (if applicable)

Staff mobiles

Other



ROSAMOND SCHOOL



Adventure activities

Tick the adventure activities that have been planned to occur during the program:

- Abseiling
- Artificial Climbing and abseiling walls
- Bushwalking
- Camping
- Canoeing/kayaking
- Challenge ropes courses
- Cross country skiing
- Cycling
- Downhill Skiing and snowboarding
- Horse riding
- Orienteering
- Overnight camping
- Rafting
- Rock climbing
- Sailing
- Scuba Diving
- Sea Kayaking
- Snorkelling
- Surfing
- Water Skiing
- Windsurfing





The conduct of each activity will comply with the requirements outlines in the [Safety Guidelines](#) for that activity. The teacher-in-charge of the activities has read the relevant mandatory Safety Guidelines YES

RISK MANAGEMENT

A risk management plan for the excursion must be completed or provided by the venue and attached with this submission. Guidance on the risk management process is available in the section of the website called [Excursion Risk Management](#).

TRANSPORT ARRANGEMENTS*

Internal External Both

Types of transport and seating capacity:

Will a member of the supervising staff be driving students? Yes No

If yes, list driver (s):

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations: YES

BUDGET

INCOME	EXPENDITURE
Student Fees Other income:	Transport Food Accommodation Staffing Equipment Other expenditure:
Total income:	Total expenditure

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required student preparation, if any:

Supervising staff*

Where possible all staff members including teachers, school support staff, parents. Volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.



DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person

Acknowledgment by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in charge

Name
Signed
Date

Acknowledgement of receipt of approval proforma for activities requiring school council approval

Principal

Name
Signed
Date

Approved and minuted at a school council meeting on

School Council President

Name
Signed
Date

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APPENDIX C

EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose. For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Training recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [Excursion Support](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

- Vehicles used to transport students must comply with [VicRoads](#) registration requirements.

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- Drivers must comply with all licensing requirements.
- Occupational Health and Safety laws require employers and employees to take all reasonably practicable steps to manage driver fatigue.
- Equipment carried inside vehicles must be securely stowed and not create a risk of injury or damage.

In circumstances where a teacher or staff member is to drive a vehicle transporting students, particular care should be taken to ensure that they have adequate rest prior to driving. This is especially the case where the activity includes an overnight component.

VicRoads offers further advice on driver fatigue management and legislation at [Fatigue management](#).

Drivers of vehicles with up to and including 12 seats (including the driver) require a current drivers licence.

Drivers of vehicles with 13 or more seats (including the driver) require a current licence appropriate for the vehicle and must:

- undertake a daily vehicle check (refer to the [Victorian Bus & Truck Drivers Handbook](#), Chapter 4 Vehicle Checks)
- hold a current driver's certificate (refer to [Commercial passenger vehicle Driver Accreditation](#))
- complete the drivers work diary, if required (see [Fatigue management](#), Fact Sheets 8 and 9)

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

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APPENDIX D

EXCURSION APPLICATION

CHECKLIST

Step	Completed
1. Check the date/s and get approval of dates from the Assistant Principal & [Daily Organiser].	
2. Provide a copy for approval of the Risk Assessment, Parents excursion letter/excursion notice to the Assistant Principal for checking. Approval/alterations returned [amendments made and resubmit]	
3. Daily Organiser will then: <ul style="list-style-type: none"> • Put it in the calendar • Make any staffing arrangements if required • Book the bus if you are travelling by bus 	
4. Complete SAL [Student Activity Locator] information three weeks prior to the excursion.	
5. If you are travelling by public transport and require the MYKI cards please advise Business Manager so that the Business Manager can have the required number of cards ready and topped up.	
6. Provide the office with a copy of the note sent home. <ul style="list-style-type: none"> • Office staff need to be aware of upcoming excursions/camps so they can answer any queries from parents. • If there is a fee involved, charges need to be put on CASES21 so that when students pay, receipts can be issued. 	
7. The office will create an excursion checklist (see attached example) and will place it in a plastic pocket in the class Cash Bag which will continue to go to/from the classroom and office until all documents and payments are received. <ul style="list-style-type: none"> • Permission column – the teacher is to tick this when the student returns their signed permission slip. Office staff will tick it if notes come directly to the office from parents • Paid – if the student gives the teacher the money the teacher should record the amount here. If a parent gives the office money, the office will record the amount given here. If CSEF is to be used to pay for the excursion/camp please write CSEF in the paid column. • Receipted – when the money is receipted the office will enter a date here. The receipt will come back in the Cash Bag for the teacher to give to the student. 	
8. If there are any invoices to be paid a Purchase Order must be completed by the person organising the excursion.	



9. Organisation of medication – Collection on the day and administration plan – Anaphylaxis plans and support/ allergy information.	
10. On the day of the excursion the teacher will complete the Excursion Information form and place it on the clipboard in the office.	
11. On completion of the excursion the office will file all of the above documents in a folder which is kept in the office.	

EXAMPLE

Blackwood Camp July 2019

PERMISSION
CSEF
PAID
RECEIPTED

		PERMISSION	CSEF	PAID	RECEIPTED
AZZOPARDI Jacob	UG				
CASEY Lachlan	UG				
CULPH Hamish	UG				
FALCKE Max	UG				
KHUP CHAWN Ram Tha [Ram]	UG				
ROWLANDS Lanza	UG				
SCHEWTSCHUK Andrei	UG				
SMITH Oliver	UG				



Complete & Submit the Excursion information in the table below.

Information Required	
1. Date(s)	
2. Venue / Location	
3. Class(es)/ Group (List students if from a number of different class groups.)	
1. Mode of transport	
2. Departure Time	
3. Return Time	
4. Names of staff and any other supervising adults attending: [Completed Staff details proforma]	
5. Cost to students:	
6. Cost to the school	
7. Teacher in Charge:	
8. Excursion Details: The aims – what do you hope to achieve?	



■ Rosamond School Designated Transport Area
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