GLEN OSMOND PRIMARY SCHOOL

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"Learning for Life - Aiming for Excellence"

Government of South Australia

Department for Education

Camps and Excursions Policy

Related legislation	*Education Act and Children's Services Act* *Disability Discrimination Act* *WHS*
Related policies, procedures, guidelines	*DfE Camps and Excursions policy and procedures* *DfE Local walks and regular outings procedure* *GOPS Camps, Excursions & Incursions approval procedures and checklists* *Volunteering at GOPS policy* *GOPS Camps, Excursions & Incursions Refund Policy*
Endorsed by Governing Council	***GC Chairperson*** ***Principal*** *Amber Holgate* *Garry North*
Endorsed by Governing Council **Review Date**	*09/09/26* *August 2028*

Glen Osmond Primary School

Camps and Excursions Policy

Camps, Excursions and Incursions are valued elements of our school curriculum and enhance student learning by offering new, varied, challenging and practical experiences. As well as broadening the curriculum offerings, these events provide students with the opportunity to develop trusting relationships with staff, volunteers and peers, build resilience and further develop their teamwork skills and independence.

All GOPS Camp, Excursion and Incursion events will adhere to Department for Education guidelines, policies and procedures in addressing all curriculum, safety and procedural matters.

The camps, excursions and incursions program is developed through age appropriate and accessible activities. Excursions and incursions will occur regularly across Reception to Year 6 depending on curriculum requirements.

In the case of a composite classes, all students will attend the event allocated to their class. Students not attending the event will be provided with an alternative learning program.

Students will:

- ✓ Ensure they consistently uphold the GOPS School values
- ✓ Take responsibility for their own belongings
- ✓ Be ready to try new experiences
- ✓ Show appreciation to all staff and volunteers

Parents will:

- ✓ Support the school's program by encouraging their child's participation
- ✓ Volunteer to support the event if possible (ensuring all requirements for volunteers are met)
- ✓ Ensure their child has all the necessary equipment and clothing
- ✓ Complete and return all required notices for payment, health care and consent ahead of the event

Staff will:

- ✓ Support positive participation for all students, colleagues and volunteers
- ✓ Engage proactively in supporting event organisation, activities and management
- ✓ Plan events collaboratively and complete all necessary approvals and consents in line with established timelines

Teacher in Charge to:

- ✓ Have a supervisory role over the educational program and the activities undertaken
- ✓ Ensure activities are safe but challenging, reflecting curriculum-based student/child learning outcomes, based on inclusive practices and geared to the abilities and needs of all participants
- ✓ Ensure leaders and students/children are well equipped for all reasonably predictable conditions
- ✓ Ensure participants understand the nature and purpose of the activity and have developed the prerequisite knowledge, understanding and skills
- ✓ Ensure appropriate first aid kits are available and that medication procedures are followed
- ✓ Ensure development of contingency and emergency management plans
- ✓ Ensure communication systems are in place

Leadership will:

- ✓ Support teachers to ensure that their health and wellbeing is maintained
- ✓ Ensure support systems are in place on site to make event planning as smooth as possible including:
    - Planning checklists and administrative support
    - Centrally stored information (digital) related to each event to support planning, including risk assessments, maps and forms

Policy to be reviewed August 2028

Glen Osmond Primary School

Camps/Excursion/Incursion Refund Policy

PURPOSE

This policy supports Glen Osmond Primary School's commitment to providing students with opportunities to attend camps and excursions/incurions. It contributes to our obligation to ensure that we promote and practice fair and equitable financial procedures.

RATIONALE

Payment for a camp, excursion/incursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the consent notification. If a student cannot attend the event, and a refund/credit is requested, the following considerations will need to be taken into account.

EXCURSION REFUND/CREDIT GUIDELINES

1.1 Payment for an event is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the consent notification.
1.2 Parents who would subsequently like to request a refund/credit, for the student's non-attendance on a school event, are required to apply in writing clearly outlining the reason/s the student did not attend.
1.3 This request will be forwarded to the Business Manager for consideration. All refunds/credits will be at their discretion and will generally be processed after all event amounts have been finalised.

EXCURSION REFUND/CREDIT PROCEDURES

2.1 The decision whether to grant a refund or credit request will take into consideration the following:

a) Whether a non-refundable amount has been indicated on the event. This amount will not be refunded to the student. Generally this would include transport costs and items that the school is required to pay in advance, which are non-refundable to the school. An exception may be made if there are students on a waiting list. Any substitutions will need to occur prior to arrangements being finalised, or the closing date of the event. Substitutions will be made at the discretion of Leadership and the teacher organising the event.
b) The costs of the event (e.g. transport, levies, etc) and whether the total costs will be covered by the number of students that did attend.
c) Whether advance payments have been made (e.g. accommodation/transport deposits, performances, etc).
d) Whether the reason provided is "justifiable" and after consideration of the above

2.2 Justifiable Reasons for a refund/credit include:

- Illness/injury/Medical Procedure - if medical certificate/documentation is provided
- Bereavement in the family
- Student representing the school at state or national level on the same day as the event

2.3 Un-Justifiable Reasons for a refund/credit include:

- Change of mind
- Personal/Family reasons (without further explanation)
- Privilege of attending an event removed due to misbehaviour
- Being sent home during the course of an event due to misbehaviour
- Leaving the event halfway through due to illness

2.3.1 The above are examples only and all requests will be judged according to their merits.

Approved: August 2024
For Review: August 2026