



ST JOHN'S SCHOOL

ST JOHN'S SCHOOL: SCHOOL CAMPS AND EXCURSIONS

Policy No: 2-B4

Policy Area: Education

Date for Review: 2013

RATIONALE

The Church speaks of Catholic schools as aiming to foster the integration of faith and life, and the integration of culture and faith. These aims underpin every activity of the Catholic school's life and curriculum (Mandate letter, 11-17).¹

School camps and excursions are conducted as either an integral or an incidental part of the educational program of the school and shall reflect authentic Catholic principles and values.

DEFINITIONS

'School camps and excursions' are defined as activities generally conducted away from the school campus for educational and/or religious purposes. In special circumstances, a camp or excursion could take place at a school campus. 'Camps' would normally involve an overnight stay whereas 'excursions' would normally involve single-day trips.

Excursions include any sporting events that are conducted away from the school.

'Educational program' shall be as defined by the School Education Act (1999) Clause 4 Definitions, 'educational program'.

'Integral' to the educational program shall mean a component that is compulsory for all students (e.g. a class/year level Retreat).

'Incidental' to the educational program shall mean a component that is optional for students (A voluntary overseas excursion).

PRINCIPLES

- 3.1 School Camps and Excursions are part of the educational program offered by St John's School.
- 3.2 The Principal, in planning School Camps, Excursions and Sporting Events, shall consider the needs of students and their families. Particular attention shall be given to the needs of people from varying cultural backgrounds and students with any form of special needs, e.g. physical, learning, social needs.
- 3.3 The Principal shall consider the financial burden on families of sending students to camps or excursions. Provision shall be made by the school so that no student is prevented from attending camps or excursions that are an integral part of the educational program, on financial grounds.
- 3.4 The Principal shall ensure that maximum emphasis is placed on the safety and well being of all the participants. Child Protection procedures shall be known to all staff. Students will be advised of developmentally appropriate, personal safety strategies.
- 3.5 School Camps, Excursions and Sporting Events are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion. Pastoral care systems shall be in place to support the needs of all students.
- 3.6 A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.
- 3.7 Behaviour Management, Bullying and Harassment, Child Protection and other school policies and processes shall continue to be applicable. Appropriate modifications shall be made to the consequences for unacceptable behaviour and staff, students and families shall be advised of these prior to the camp or excursion.
- 3.8 Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.

PROCEDURES

PROCEDURES PARTICULAR TO EXCURSIONS AND CAMPS.

- 5.1 The St John's School Camps and Excursions Policy is compatible with the School Camps and Excursions – Guidelines for Catholic Schools. (*Appendix 1: Planning form*)
- 5.2 The Principal shall approve all school camps, excursions and sporting events which are to take place outside of the school premises in school time.
- 5.3 St John's School shall make provision, so that no student is prevented from attending camps or excursions on financial grounds or because of a particular special need. Parents in this position should be directed to speak with the Principal.
- 5.3.1 The camp note will include this procedure so parents facing possible financial difficulty are invited to speak with the Principal.
- 5.3.2 All camps/excursions must be financially self-supporting (cost neutral to the school) or within the Incursion levy paid for by parents with their school fees, unless prior arrangements have been made with the Principal.
- 5.4 The teacher in charge of the excursion is required to complete the planning sheet (See Appendix 1 Planning form) and Permission Note (*Appendix 2: Example Permission Note*)
- 5.5 Students shall not be allowed to attend a school camp, excursion or sporting event unless written permission is granted by the parent/guardian. The permission note shall outline details as listed below: (*Appendix 2: Example Permission Note*)
- Clear and comprehensive details of the planned excursion;
 - Educational outcomes;
 - Date;
 - Cost;
 - Travel arrangements;
 - Permission slips and medical forms (for camps and strenuous activity see Appendix 3: Medical Form);
 - The activities to be undertaken;
 - Stage for swimming and ability to ride bikes wherever applicable.
- 5.5.1 A copy of the excursion note is to be sent to the office for their records and information.
- 5.5.2 Written permission should be returned to the classroom teacher **no later than the day before** an excursion.
- 5.5.3 **The classroom teacher is responsible** for collecting returned permission notes and issuing reminders to those not received before the day of the camp/excursion or sporting event.
- 5.6 School Camps and Excursions form part of a school's curriculum program and normally shall be attended by students. Where parents have any issues regarding the attendance of their child/children on school camps or excursions these issues shall be discussed with the Principal or the Principal's delegate. Care shall be taken to protect the right of parents to decide whether or not to send their children to school camps
- 5.7 **Where teachers have any issues or concerns regarding the attendance of their student/s on an incursion, excursion, sporting event or camp, the situation is to be discussed with the Principal or Principal delegate, an Assistant Principal, prior to any conversation with the child or child's parents.**
- 5.8 A Year 5 and 6 Student Leadership Camp is held within the first few weeks of each year. The purpose of this camp is to select the various Student Leadership Teams and to facilitate effective leadership, team building and collegiality amongst the senior students.
- 5.9 A Year 6 camp, outside of Geraldton, is held each year.
- 5.10 Where a student does not attend a school camp or excursion the school shall provide an alternative educational program.
- 5.11 Planning for school camps and excursions shall be in accordance with the School Camps and Excursions – Guidelines for Catholic Schools and cover:
- the medical requirements of participants (*See Appendix 3: Medical form*)
 - the student to adult ratio
 - the medical kit required and the first aid qualifications of staff in attendance
 - the duty of care of staff, including a ban on intoxicating substances
 - appropriate CrimTrac 100 Point Check Police Clearance for supervisors and volunteers WWC
 - insurance cover (for both the external provider/Camp site and School's CCI)
 - transport arrangements, including drivers' licences and

- for camps, excursions away Geraldton and with high risk excursions a staff member or volunteer will travel in a road worthy private vehicle or Principal's car.
 - Any excursion/camp involving water activities will be accompanied by the appropriate ratio of adults holding a current Bronze Medallion Qualification to the number of children, as stipulated in the School Camps and Excursions – Guidelines for Catholic Schools. As a rule, in such activities, diligence and care should go into the planning and executing of these activities.
- 5.12 As part of the planning for a camp or excursion a risk management and emergency plan shall be put in place, in accordance with the School Camps and Excursions – Guidelines for Catholic Schools (1.2).
- 5.12.1 With all camps, especially when a camp or excursion is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of students, a detailed survey of medical needs of students shall be conducted by the camp, excursion or sporting event organiser to determine the medical needs of those students attending.
- 5.13 An emergency plan shall be put in place in accordance with School Camps and Excursions- Guidelines for Catholic schools. Staff should be familiar with the school's Crisis Management Policy and a copy taken to the camp by the organising teacher.
- 5.14 Where any camp/excursion will take the group outside the Mobile Phone range a Satellite Phone will be hired for use in emergency.
- 5.15 Specific written instruction shall be obtained from parents for the administration of medication, as prescribed by the Doctor. *(See Appendix 3: Medical form)*
- 5.16 In determining the student-adult ratio for school camps and excursions the following factors are to be considered:
- the types of activities;
 - the location of the school camp or excursion;
 - the age of the students;
 - the camp or excursion facilities;
 - gender balance for the supervision of male and female students;
 - dormitory arrangements.
- 5.16.1 The ratio is required to be stated on the Excursion/Camp Planning sheet, which is to be discussed with the Principal before permission is granted for the excursion/camp/sporting event.
- 5.17 While on camp, an excursion or sporting event, duty of care responsibilities exist at all times. Therefore, the staff and supervisors shall not be permitted to use intoxicating substances at any time during the camp or excursion.
- 5.18 The students shall be transported to and from camps/excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition with functioning seat belts and child restraint as required.
- 5.19 The Principal shall ensure that drivers have a current and appropriate driver's licence and are persons who act responsibly and give due regard to the safety and well-being of the students.
- 5.18.1 Should a child need to be transported in the staff or volunteer's car they need to be accompanied by 2 adults, one of who is required to be a staff member.
- 5.20 A meeting of staff, parents and volunteers involved in the excursion must be held prior to leaving for the excursion or camp. Role descriptions need to be decided and allocated so that personnel involved know the chain of responsibility, their own responsibilities and the overall excursion plan. The Principal will determine the teacher in charge.
- 5.21 A file containing a copy of all material connected with the excursion/camp should be taken to the camp/excursion with the teacher in charge and one left with the Principal. It includes all matters and lists names and contact details and medical conditions of students, personnel and volunteers. Updated mobile phone numbers of staff attending the camp/excursion will be provided on the Excursion and Camps Planning Form.
- 5.21 When during the course of an excursion or camp in the event that a student:
- suffered an injury or
 - experienced ill health or
 - Where an incident related to student discipline, safety, or any serious consequence occurred, a report shall be submitted to the Principal by the teacher in charge of the excursion. *(See Appendix 4: Incident Report for medical incidents, which would also be transferred to the CCI Accident report form when returned to school).*
- 5.22 At the conclusion of the camp a written report shall be submitted by the teacher in charge to the Principal. The report shall cover:
- the adequacy of the camp site

- recommendations for the future use of the camp site
- the overall management of the camp
- any injuries that occurred
- the achievement or otherwise of the objectives of the camp
- other information relating to specific incidents on the camp
- any other information which may assist in the planning of future camps

(See Appendix 5: Camp report)

ADDITIONAL PROCEDURES SPECIFICALLY PARTICULAR TO EXCURSIONS/SPORTING EVENTS.

- 6.0 The teacher in charge of the excursion/sporting event is required to complete the planning sheet *(See Appendix 1 Planning form)* and Permission Note *(See Appendix 2)*. These are to be discussed with the Principal, at the latest **2 weeks**, prior to the excursion and before the venue, buses or any bookings are made or any notes are sent home.
- 6.1 Letters to parents are required to be sent home **1 week** prior to the excursion.
- Letters need to include:
- Clear and comprehensive details of the planned excursion.
 - Educational outcomes.
 - Date
 - Cost
 - Travel arrangements
- 6.2 A permission slip to be returned to the school by the day prior to the excursion, **at the latest**.
- 6.3 A copy of the excursion note is to be sent to the office for their records and information.

ADDITIONAL PROCEDURES FOR EXCURSION ON THE DAY

- 6.3 The 'Class List with Emergency Contact', 'Medical Condition' list, needs to be attained from The Office and taken to the excursion with any medical action plans and medication.
- 6.4 Inform the office prior to leaving the school, which teacher/s will have a mobile phone with them and if they will be accessible throughout the day.
- 6.5 Supervising staff must take with them:
- student's medication, food and clothing- if required,.
 - A first aid kit.
 - Emergency Plan – Relevant Critical Incident *(See Appendix 5: Incident Report for medical incidents, which would also be transferred to the CCI Accident report form when returned to school)*.
 - Mobile phone.

PROCEDURES PARTICULAR TO CAMPS.

- 7.0 Plans for camps should be discussed with the Principal no later than the term before the proposed camp.
- 7.1 A Year 5 and 6 Student Leadership Camp is held within the first few weeks of each year. The purpose of this camp is to select the various Student Leadership Teams.
- 7.2 Letters to parents for **the Leadership Camp** held in the first weeks of term one are to be sent home on Day 1 of the year.
- 7.3 A Year 6 camp, outside of Geraldton, is held each year.
- 7.4 The venue for camps is to be discussed with the Principal in the year prior to the camp before the venue is booked.
- 7.5 The teacher in charge of the excursion is required to complete the planning sheet *(See Appendix 1 Planning form)* and Permission Note *(See Appendix 2)*. These are to be discussed with the Principal, at the latest a term, prior to the camp and before buses or any bookings

are made or any notes are sent home.

(The organisation for the Leadership Camp, held at the beginning of the year needs to be complete in the year prior to the camp.)

- 7.6 Letters to parents for the Leadership Camp held in the first weeks of term one are to be sent home on Day 1 of the year and are to include:
- Letters need to include:
- Clear and comprehensive details of the planned excursion.
 - Educational outcomes.
 - Date
 - Cost
 - Travel arrangements
 - Permission slips and medical forms
 - The activities to be undertaken
 - Stage for swimming and ability to ride bikes
- 7.7 Parent Information and notification regarding the **Year 6 camp** (with approximate costs) is to go home in **Term 1**, or be included in the beginning of the year parent letter. The letter will include an invitation for parents to discuss any financial concerns or other issues that may need to be considered or discussed about their child attending camp. The letter will include the invitation about parent helpers on camp to contact the teacher in charge of the organisation before the end of **Term 1. It will outline the need for a Working with Children clearance**
- 7.8 A parent information letter which outlines the activities, details of the camp and requesting parent helpers shall be sent home at least 4 weeks prior to the camp.
- 7.9 The permission slip and medical forms are to go home to parents to be returned to the school by **at least 4 weeks prior** to the camp to enable sufficient planning and risk analysis for the camp.
- 7.10 At the conclusion of the camp a written report shall be submitted by the teacher in charge to the Principal. The report shall cover:
- the adequacy of the camp site;
 - recommendations for the future use of the camp site;
 - the overall management of the camp;
 - any injuries that occurred;
 - the achievement or otherwise of the objectives of the camp;
 - other information relating to specific incidents on the camp;
 - any other information which may assist in the planning of future camps.
- (See Appendix 4: Camp report)

Appendix 1

Must be approved by the Principal no less than **two weeks** prior to the excursion.

EXCURSION PLANNING FORM

(To be completed for all outings, irrespective of transport requirements)

Destination :.....

Date	Class	Name of Teachers	To:	Cost of Entry (ex GST)	Cost of Bus (ex GST)	ADD 10%	Total cost (ex GST)	Departure Time	Pick up Time	E.T.R at School

Bus Required: YES/NO

Finance Officer's signature:.....

Total Number of Students: _____

Total Number of Staff: _____

Total Number of other Adults: _____

Names of other parents attending :

(Please tick boxes)

Dress Requirements:

- Uniform
- Free Dress
- Sports Uniform

Refreshments required:

- Recess
- Lunch
- Other _____

- Submit this form to Louise to obtain a bus quote.
- Once you have received quote, see Louise with all costs so she can organise an invoice.
- Complete the remainder of the excursion form and submit to Maureen, together with excursion note to family, for approval.
- Once approved, please notify Louise to **confirm** bus booking.
- Send a copy of the excursion note to the office for their files and information.
- Send the note home regarding ' Parent Helpers on Excursions' to those parents attending the excursion. (Page 12 of this document).

Purpose of the excursion: (Educational Outcome.)

Activities to be undertaken:

Cost per child: _____

Other Transport Arrangements, including name of the member of staff driving to the venue:

(If known or completed before excursion) Students not attending excursion:

Arrangements for students not attending excursion:

Arrangements for students with special needs or medications.

<u>Student's Name</u>	<u>Medication</u>	<u>Action To be taken</u>	<u>Person Responsible.</u>

Name of Staff Member with First Aide Qualifications: _____

Staff responsibilities and action in case of an Emergency:

Casualty:

Remainder of class/Group.

Phone school/ parents:

Changes to Duty Roster: _____

This form has been completed by:

Excursion Approved: Yes/No

Principal's Signature: _____

Date: _____

- Once approved, please notify Louise to **confirm** bus booking and ask for an invoice to be organised.
- Send a copy of the excursion note to the office for their files and information.
- Send the note home regarding 'Parent Helpers on Excursions' to those parents attending the excursion. (Appendix 6)

Check List:

- | | |
|---|---------|
| • Consent letter to parents sent home. | Yes/No |
| • Parent Helper letter sent home. | Yes/No |
| • All consent forms returned. | Yes /No |
| • List of emergency numbers obtained. | Yes/No |
| • Medical Emergency Plans for students | Yes/No |
| • Excursion approved. | Yes /No |
| • Arranged a swap of any play-ground duties. | Yes/No |
| • Mobile phone number of staff member left with office. | Yes/ No |
| • First Aid box organised. | Yes/No |

This form has been completed by:

Principal's Signature:

Date:.....

-

Appendix 2

Example of Excursion Letter to Parents



25th February 2011.

Dear Parents,

On Friday the 4th March the Year 5 and 6 student leaders will travel by bus to The Queen Elizabeth Centre in Geraldton to hear Tony Christians on speak on the importance of goal setting.

We have limited room on the bus but parents are very welcome to join us at the venue if they wish. Please let your child's teacher know if you are attending and we can add the cost to your account.

Educational Outcome:

Values.1: 1 The pursuit of personal excellence: Each person should be encouraged to achieve his or her personal best in all undertakings and to respect the achievement of others.

Values.2: 1 Individual uniqueness: Each person should acknowledge his or her own uniqueness and be encouraged to develop self respect and dignity

Departure time: 12:15 pm

Return time: 3:30pm.

Uniform: sports uniform

Requirements: school hat, lunch and a water bottle in a clearly labelled backpack.

The cost will be paid by the incursion fee paid with your school fees.

Please sign the permission slip below.

Thank you.

Year 6 Teachers.

Tony Christian

I give permission for my childto attend the excursion to The Queen Elizabeth Centre on Friday 4th March and to travel to and from the excursion on a hired bus.

I understand that my child is to wear full correct school uniform to the excursion.

Parent/guardian signature:.....

Date



Year 5 Excursion

24 August 2011

Dear Parents

Please note the following information regarding a forthcoming excursion for your child:

DAY & DATE OF EXCURSION: Wednesday 7th September 2011

DAY & DATE OF EXCURSION: Year 5

EXCURSION TO: Geraldton Guardian Office & Foreshore Park (near Yacht Club)

EDUCATIONAL PURPOSE FOR THE EXCURSION: Understanding and exposure to the genre of a Newspaper Report.

ACTIVITIES: Tour of the Geraldton Guardian Office and listening to a Guest Speaker.

TRANSPORT: Bus

DEPARTING SCHOOL: 9.00am

ARRIVING BACK AT SCHOOL: 1.30pm

UNIFORM TO BE WORN: Sports Uniform including a hat

OTHER INFORMATION: Schedule for the day:

9.00am: Depart school

9.15am: Arrive at Geraldton Guardian Office for tour and presentation from the Editor

11.15am: Catch bus to Foreshore Park near Yacht Club

11.30am: Recess

12.15pm: Lunch

1.00pm: Depart Foreshore Park and return to school

Students will be required to bring their own morning tea. Lunch will be provided (pizza and a drink). Parent helpers will be required, please indicate your availability on the slip below.

If you have any queries regarding this excursion, please do not hesitate to contact us.

Yours sincerely

Mrs Melissa Marquis
Year 5 Classroom Teacher

PERMISSION SLIP FOR YEAR 5 EXCURSION

I give / do not permission for my child, _____, in Year _____, to travel to and from the Geraldton Guardian Office by bus on Wednesday 7th September.

I am available to help on the excursion.

Name: _____ Phone: _____

Parent/Caregiver Signature: _____ Date: _____

Parent Helpers on Excursions

Year Level: _____

Excursion Venue: _____

Date: _____

Departure Time: _____ **Expected Arrival Time back at School:** _____

Special Items Required: _____

Special Responsibilities: _____

Dear _____

Thank you for offering your assistance on our upcoming excursion. In order to ensure the safety of our students and that our excursion runs as smoothly as possible, please take the time to familiarise yourself with the expectations listed below.

Expectation of Parents Helpers on Excursions

- To assist the class teacher to maintain good behaviour and the safety of **all** children on the excursion.
- Where it has been stated that students will not be permitted to purchase items on an excursion, it is expected that parents will not purchase any items for their own child or any other child whilst on the excursion.
- Parents will use appropriate language in front of the students at all times.
- Parents will refrain from physical contact with students.

Thank you,

Teacher's Name

Teacher



ST. JOHN'S SCHOOL

YEAR SIX CAMP.

Sunday 21st November to Friday 26th November.

Dear Parents

The Year Six camp will be held in Week Seven of this term beginning on Sunday November 21st and returning on Friday November 26th at 3.00pm.

Mrs Karen Matthews, as class teacher, will be the Teacher In Charge during the camp. Miss Emily Fanderlinden will be the second teacher on the camp. The accompanying adults will be Zoe Whitby and Sherie Townsend (Education Assistants), Ben Matthews (as work experience under the supervision of Mrs Matthews and staff) and Richie Shanley (parent). Miss Barrett will also be attending for part of the camp.

Sunday November 21st

The children will be leaving from the Church Oval at approximately 9.45am on Sunday November 21st. All students are expected to attend Mass at 8.30 am prior to departure. Students need to bring their own lunch and a drink with them for the trip to New Norcia, where they will be staying on the first night.

On **Monday November 22nd** the children will travel by coach to Ern Halliday Recreation Camp, Sorrento, Perth.

The **Venue** details for the Camp from **Monday November 22nd – Friday November 26th** are:

Ern Halliday

Located on Whitfords Avenue, Hillarys

Ph: 9401 2419 (Camp phone-to be used only in an emergency)

Accommodation: Dormitories

Activities:

The students will be working on their team and collaboration skills and familiarising themselves with necessary skills to work co-operatively in a group.

Ern Halliday staff will conduct all activities. The activities include Team Games, Lost Pilot Team Game, Big Swing, Crate Climb, Indoor Climb.

St John staff and helpers will supervise all activities.

Please read the following information and if you have any queries or concerns please feel free to contact us at the school.

Cost: The cost of the camp this year will be \$320.00. This covers the cost of the coach transport, the accommodation, all supervised activities, meals at the camp and the restaurants in Perth. The cost needs to be paid in the School Office by **Thursday the 18th of November**. If anybody is anticipating problems with paying by this date, please contact Mrs Matthews or Miss Barrett as soon as possible.

We ask that you complete the "Medical Questionnaire", "Permission to Attend" and "Camp Rules" forms and return to the Mrs Matthews by ----- A "Camp List" is also attached

Camp books with clothing and bedding requirements will be sent home in the weeks leading up to the camp.

Spending Money

All money taken to the camp is the responsibility of the children. The spending money given to students is at parents discretion. However, as all meals are provided and students will not be purchasing junk food, except for the occasional drink or an ice cream, \$30.00 would be ample.

Mobile phones/cameras- No responsibility accepted by school staff, if you choose to bring these on camp.

are allowed to take mobile phones and cameras on camp, however they will be the responsibility of the children. No responsibility will be taken by the school staff.

If you wish to contact your child by mobile phone the best time is before or after dinner, as students will not be using phones during activities and visits. All phones will be switched off at night. Any student not adhering to these rules will have their phones confiscated and returned at the conclusion of the camp.

Mrs Matthews will have her mobile phone at all times **should emergency contact** need to be made. Karen Matthews – 0437330998.

Fundraising

Thank you to all the families who have contributed to the fundraising endeavours. A special thank you to Mrs Sarah Sibley from her coordination of the Sausage Sizzle at the Sun and Shine festival.

As part of fund raising for the camp a school disco will be held on Friday the 12th November, students are expected to set up for the disco, organise games and dances and clean up at the conclusion of the disco.

Should you have any queries please feel free to contact Mrs Matthews at school on 99214166 or arrange with her for a meeting.

Karen Matthews.



ST. JOHN'S SCHOOL

Permission Form

YEAR 6 Stay at New Norcia and Camp

Dear Parents

Please sign and return the following form.

I understand the attendance of my child at the Year Six camp is dependent on responsible and appropriate behaviour being demonstrated within the school environment. I understand that if Miss Barrett and/or the school are not confident that my child can consistently display appropriate behaviour he/she will not be given permission to attend the camp.

I give permission for my child _____ to attend the Overnight Stay at New Norcia and to attend the camp at the Year Six camp at Ern Halliday Recreation Camp

I understand my child is required to attend Mass at St John's parish Church at 8.30am prior to leaving for camp.

They must be at school by 8.20am with the items on the packing list.

I give permission for my child _____ to travel by bus to and from all venues from Sunday November 21st to Friday November 26th . .

I give permission for my child _____ to participate in the full range of activities such as team activities and games, orienteering, a bush walk and the team building program and to sleep in dorms.

I understand that they will be fully supervised at all times by staff from St John's School.

I understand that if that staff has the need for my child to be collected from the camp due to sickness or inappropriate behaviour, I will either collect my child as soon as possible or reimburse the school for the cost of transport/flights incurred when sending my child back home.

I also enclose or will pay the \$320 to cover the cost of the programme to the school office by Thursday the 18th of November.

Parent's Name _____
(Printed)

Parent's Signature _____ Date _____

\$320.00 enclosed _____ to be forwarded _____ (please tick)



ST. JOHN'S SCHOOL

PACKING LIST

* PLEASE REMEMBER TO BRING OWN MORNING TEA, LUNCH, AFTERNOON TEA AND DRINKS FOR THE FIRST DAY IN A CLEARLY MARKED PLASTIC BAG.

1. Pillow & pillowslip, Sleeping Bag or sheets and Blanket
2. Toiletries- Toothpaste, Toothbrush, soap, shampoo, sunscreen and own bath towel
3. Clothing _ (Please don't bring good clothes)
 - Casual, comfortable clothes for 5 days (**remember they may get wet so bring an extra change of clothes.**)
 - Hat
 - Suitable walking footwear (Training shoes)
 - Windcheater/jacket for evening in case cool
 - Don't forget your pyjamas, socks and underwear!!
 - **Wet weather protection i.e. spray jacket, rain jacket**
4. Insect Repellent if necessary.
5. Torch (only if available)
6. Camera – **NO RESPONSIBILITY ACCEPTED IF YOU CHOOSE TO BRING THIS.**
7. Plastic bag for used/wet clothing.
8. Medicine – to be given to teachers – **PLEASE LABEL CLEARLY-** Name, dosage, time etc. Children with “puffers” will be asked to carry these with them at all times.
9. Telephone – in case of emergency, the camp can be contacted on 99401 2419. The phone is not available for private use by the children.

DO NOT BRING –NP3 players, Computer games, lollies, chewing gum, expensive toys/jewellery, aerosols of any variety or money.



YEAR 6 CAMP MEDICAL FORM

SURNAME _____ OTHER NAMES _____

This form is to be completed by a parent or guardian of any student attending the Overnight Stay at New Norcia and at Ern Halliday Recreational Camp, Sorrento.

The information contained herein is required by Medical Practitioners, in the event of students requiring treatment. It is important for the well being of the student, that this form be completed fully and accurately.

Child's Name: _____

Address: _____

Suburb: _____ **Postcode:** _____

Sex: Male / Female **Date of Birth:** _____
Delete as appropriate

Emergency Phone Numbers

Father/Caregiver: Name: _____

Phone: Home: _____

Work: _____

Mobile: _____

Mother/Caregiver: Name: _____

Phone: Home: _____

Work: _____

Mobile: _____

Emergency Number Other Than Parents:

Person's Name and relationship to child

Phone: Home: _____

Work: _____

Mobile: _____

Tetanus booster in the last 12 months Yes / No

Date: _____

Delete as appropriate

Has a current Medical Action Plan	Yes / No	_____
Heart problems	Yes / No	_____
Blood pressure	Yes / No	_____
Respiratory problems	Yes / No	_____
Asthma	Yes / No	_____
Allergies	Yes / No	_____
Food	Yes / No	_____
Drugs	Yes / No	_____
Bees/insects	Yes / No	_____
Diabetes	Yes / No	_____
Recent operation	Yes / No	_____
Epilepsy	Yes / No	_____
Recent illness	Yes / No	_____
Phobias	Yes / No	_____
Bed wetting	Yes / No	_____
Other	Yes / No	_____

Regular Medication: Yes / No

Please give details of any medicines being taken by your child including dosage, frequency etc. Include headache tablets.

Details of medication required with written instructions from the doctor (frequency, dosage on medical bottle, tablet box etc) is to be placed in a resealable plastic bag and **must be handed to the CLASS TEACHER on the morning of departure**. Medication should be clearly labelled with your child's name, the dose to be taken and when it should be taken (These will be kept with the First Aid equipment and administered as required)

Child's blood type: (If known) _____

Medical insurance fund: Yes / No **If Yes Name of Fund:** _____

Name of insured: _____

Policy Number: _____

Medicare Number: _____

Name of family doctor: _____

Address/Suburb _____

Phone number: _____

Please list any other pertinent details which will help your child to have a stress free camp.

SPECIAL INCIDENT REPORT

Gathering Information on an Incident

This is intended to give some direction on the information that will facilitate effective crisis management, if required. It may be photocopied or used as the basis for a checklist.

Date		
Time		
Recorded By		
What happened?		
Who was involved?		
Where?		
When?		
Who is reporting?		
Who witnessed the event?		
Who knows about the incident?		
Have emergency services been contacted?		
Are there police officers on the scene? Name of attending officer.		
What is known on extent of ill health, injuries or deaths?		
Have any other actions been taken?		
Have parents been contacted?		
Telephone contact numbers	Name:	
	Name	
	Name :	
	Name	
	Name:	Ph:
Crisis response team called together:	Date:	Time:
Crisis management plan enacted:	Date:	Time:
Signed:		

CAMP EVALUATION

Year/Class _____ Teacher: _____

Date of Camp: _____

Accompanying Staff: _____

Parent helpers: _____

Camp Site: _____

Site Comments: _____

Recommendations for the future use of the campsite: _____

Overall management of the camp: _____

Injury Report: _____

Achievement of the objectives of the camp: _____

Other information relating to specific incidents on camp: _____

Any other information that may assist in the future planning of school camps:

Signed: _____
(Teacher Completing Evaluation)

Date: _____

Signed: _____

(Principal)

Date: _____

Signed: _____
(Accompanying Staff Signatures)