

Help for non-English speakers

If you need help to understand this policy, please contact Point Cook P-9 College via phone: 03 8348 7100 or email: [point.cook.p9.co@education.vic.gov.au](mailto:point.cook.p9.co@education.vic.gov.au).

## Purpose

To explain to our school community the processes and procedures Point Cook P-9 College will use when planning and conducting camps, excursions and adventure activities for students.

## Scope

This policy applies to all camps and excursions organised by Point Cook P-9 College. This policy also applies to adventure activities organised by Point Cook P-9 College, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

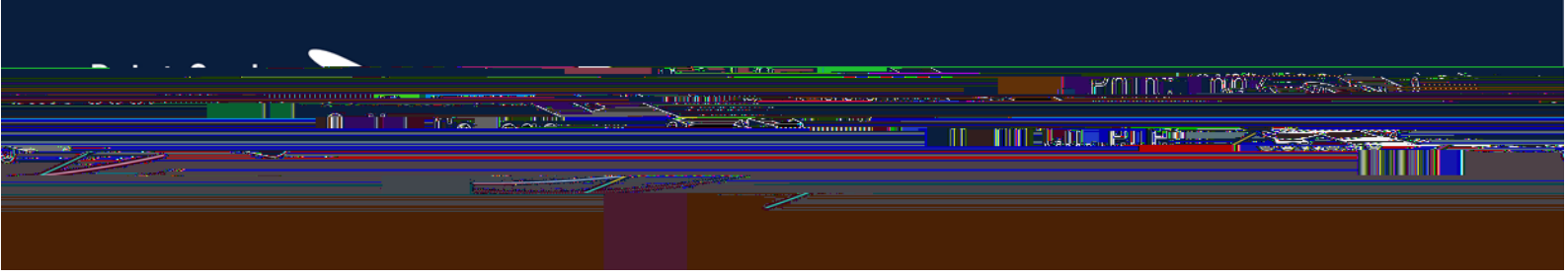
This policy is consistent with the [Victorian Government Schools Act 1976](#) and the [Victorian Government Schools Regulations 1976](#), which all Victorian government schools are required to follow. Point Cook P-9 College will follow both this policy, as well as the De

This policy does not apply to student workplace learning.

## 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



of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Point Cook P-9 College is committed to ensuring students with additional needs are provided with an inclusive camps 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.

### Supervision

Point Cook P-9 College ( )

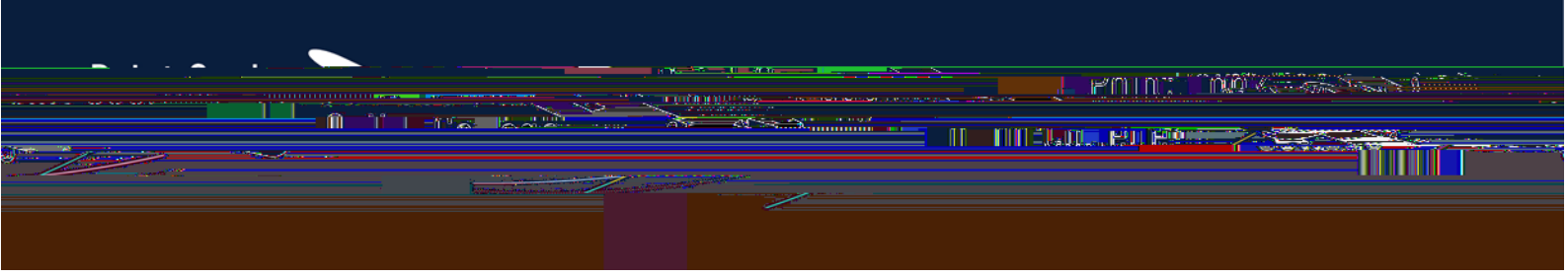
All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

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

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 (





## Financial Help for Families

Point Cook P-9 College 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 Sub School Principal. The Sub School Principal will make every effort to ensure that all students are able 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](#) or contact Point Cook P-9 College.

## 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-



## 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, Point Cook P-9 College 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.

Point Cook P-9 College will be obtaining travel insurance for overseas trips. Information about travel insurance will be available prior to departure.

## Communication

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

- Included in staff induction processes and staff training.
- Included on the school website.
- Included in staff handbook/manual.
- Discussed at staff briefings/meetings as required.
- Included in transition and enrolment packs.
- 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](#)
- [Student Wellbeing and Engagement Policy](#)
- [Volunteer Policy](#)
- [Duty of Care Policy](#)
- [Inclusion and Diversity Policy](#)