

HIGHVIEW COLLEGE CAMPS AND OVERSEAS TOURS POLICY



Person Responsible – Principal

Rationale

The College aims to provide a balanced and comprehensive Pastoral Care program for all students. The Camps, Excursions and Leadership Program is provided to enhance the holistic development of students.

Aims

- To allow students to have the opportunity to find areas of interest and success not necessarily available within the academic program
- To allow students and staff to interact in a less formal setting and develop positive relationships
- To provide activities for each year level
- To develop a structure for increased activity leading to a stronger culture of identification around School membership
- To develop and maintain community connection

Camps and Personal Development Programs

- Each year The Junior Secondary and the Middle School Co-ordinators will be responsible for organising and conducting a camp or excursion/s at Years 7-10
- The Senior School Co-ordinator will be responsible for developing Leadership Programs and Orientation Camps for Years 11 and 12 students
- Programs for each level will be delivered and supported by College teaching staff
- Specialist instructors may be secured to support programs (as the budget permits)
- Generally, the location of off-site activities needs to be within a two-hour drive of Maryborough
- The timing of the events will be spaced across the academic year
- Pastoral Care teachers are expected to attend events relevant to their level
- Teachers who are not Pastoral Care teachers will support at the level where most of their teaching occurs
- The cost of Camps Program (off site or on site) is included in the school fees
- Minimum staff to student ratios:
 - for day excursions will be 1:20
 - for overnight camps in residential accommodation 1:15
- Activities involving adventure activities will follow guidelines set out by the Department of Education and Early Childhood. Advice is available at <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/activities/default.htm>

Overseas Tours

- Overseas trips would normally be conducted in the school holidays
- Travel advice from DFAT must be sought and followed. This advice must be checked throughout the planning period and immediately prior to departure
- The planning process for these trips is to follow the same guidelines as for local excursions but should be started a minimum of 12 months before the event
- Staff supervising overseas tours are on duty for the entirety of the trip
- No alcohol is to be consumed across the duration of the Tour
- The work it takes to organize and run a Tour is significant. In the year a Tour runs, no other Extracurricular will be expected of that teacher

- Staff may not take other members of their family or parents on a Tour with students
- Details of Tours must be approved by the school before being disseminated to families
- Payment for participation in a Tour must be completed in advance of any non-refundable monies being spent
- Once full payment is made, parents need to understand that money cannot be refunded
- The following information must be left with the Principal prior to departure:
 - contact details of all participants and their families
 - health records for all participants, including staff
 - a detailed itinerary, with contact details for any places of accommodation or extended visit
 - Overseas contact details for staff accompanying the tour
 - Photocopies of passports, visas and travel documents

Policy developed by D. Dowie – 2012
Policy updated by D. Dowie – 2015
Policy updated by Melinda Scash – 2016