



Highgate School Camp Policy

At Highgate School we acknowledge that there are a lot of benefits to our students when they attend camps. By attending camp our students develop trusting relationships with staff and peers, they build resilience and further develop their teamwork skills and independence.

Highgate School Camp Program

Year Level	4	6
Duration	2 night camp	2-4 night camp (depending on location)

- Composite classes: the classes would be split. The cost for TRTs for those not on camp will be factored into overall camp costs.
- Costs for extra NIT release for teachers will be factored into camp cost.

Roles

Students will:

- ✓ Ensure they consistently uphold the Highgate School values both at school and on camp
- ✓ Take responsibility for their own belongings while on camp
- ✓ Be ready to try new experiences while on camp
- ✓ Show appreciation to all staff who volunteer their time to take them on camp

Parents will:

- ✓ Volunteer to support on camp if possible
 - Ensuring all requirements for volunteers are met
- ✓ Ensure their child has all the necessary equipment and clothing for camp
- ✓ Complete and return all required paperwork and consent forms (including for medication) ahead of the camp

Teachers will:

- ✓ Book camps in the year before, wherever possible
- ✓ Plan a camp (with their PLC) that links with the curriculum of their year level/PLC cohort
 - This may be a learning area or Personal and Social Capabilities Curriculum
- ✓ Ensure planning includes:
 - Proper notice to families of the camp and cost
 - Arranging for appropriate supervision ratios in line with DfE policy (this may include asking Early Years teachers to support)
- ✓ Ensure students do not attend the same camp more than once
- ✓ Provide information to volunteers including requirements and role/responsibilities
- ✓ Ensure camp costs are reasonable
- ✓ Do their best to book camps at the end of the week to allow "recovery time" after camp
- ✓ Ensure students and families are clear on the behaviour expectations before camp (the following sentence will be included on all consent forms: *Please be aware that camps and excursions are an extra-curricular activity. We expect students to consistently exhibit the school values and exemplary behaviour prior to the excursion in order to attend.*)
- ✓ Work with leadership if they are unable to attend camp to find another solution to ensure adequate supervision

Leadership will:

- ✓ Support teachers to ensure that their health and wellbeing is maintained
- ✓ Ensure support systems are in place on site to make camp planning as smooth as possible including:
 - Planning checklist
 - Centrally stored information (digital) related to each camp to support planning, including risk assessments, maps, forms
- ✓ Provide extra NIT or a day release to make up for the hours on duty over the camp. This cost will be factored into the camp cost.