CAMPS AND EXCURSIONS POLICY

Overview:

Camps and Excursions are an integral part of a student's education. Camps enable students to engage with their peers and build links beyond the classroom. To enable inclusivity, Western Heights College makes every effort to ensure that costs for camps and excursions are affordable for all families.

Purpose:

The purpose of this policy is to advise parents and guardians of excursion and camp payment expectations and refunds if applicable. Scope This Policy applies to all students in Years 7–12 and to all camps and excursions provided by Western Heights College.

Policy Support for Camps and Excursions

1. Families who are experiencing hardship can contact the Student Well-Being Team or the Business Manager to discuss how the school can support their child to attend camp.

2. Families have the opportunity to set up a payment plan to make regular payments towards camps. The school office will assist with this.

3. Families holding a valid means-tested concession card or temporary foster parents are also eligible to apply to Camps, Sport and Excursion Fund (CSEF). This fund is used by schools to pay for camps, excursions and sporting activities. Applications for CSEF are processed at the School. Please contact the Business Manager for further information about eligibility and applying for the CSEF. Applications for CSEF must be handed in to the school two weeks prior to the end of Term 2. Payment All camps must be paid in full prior to the camp departure date. Excursions must be paid 7 days prior to the event taking place. Families will be given a timeline by organising staff indicating specific dates where payment(s) are due. Students who have not paid in full will not be able to attend camp/excursion. Exceptions to this are:

1. where the Principal approves attendance;

2. where the family has met with the Business Manager and arranged a payment plan extending beyond the date of the start of a camp.

3. where financial support has been provided by the school at the request of the family.

Non-Refundable Deposits

A signed permission slip is a commitment from a parent/guardian that their student is attending camp and they will take full responsibility for payment. All students are charged a non-refundable deposit for camp which secures accommodation and/or transportation. The non-refundable deposit is to be paid with the return of the permission slip. Non-refundable deposits will only be refunded if another student replaces the student who has decided not to attend camp. A letter will be sent to families who return the permission slip without payment of the full deposit. For the letter template, see Attachment 1. Advice to Families re non-payment of camps Families who have not paid in full for a camp by the final payment date indicated on the camp form will receive a letter advising them that their student will not be attending the camp unless payment is made in full. This letter will also provide advice on support available. For the letter template, see Attachment 2.

Refunds

Excursions Generally, we will not be able to refund payments made for costs that have already been paid or committed to a third party, where no refund is available to the school. For example, the cost of transportation or entry fees to an activity. However, students who provide documentation in the form of a medical certificate or a statutory declaration stating they were sick on the day of the excursion will have payment fully refunded. Students who are withdrawn from an excursion without notice by the Principal, prior to the excursion taking place will also be given a full refund.

Cancellation of camp/excursion

A full refund will be given to families in the event that a camp or excursion is cancelled. All refunds will be paid to the Family Account. Families requesting reimbursement must provide bank account details. Schools are unable to provide cash reimbursements.

Evaluation and review cycle This policy will also be reviewed as part of the College's regular policy review process.

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