

Purpose:

Anula Primary School is dedicated to delivering meaningful and engaging learning experiences that are deeply connected to the curriculum. Our teaching and learning programs are enhanced by carefully selected overnight excursion experiences that directly complement classroom learning, allowing students to make real-world connections to their classroom work. Overnight excursions are offered at the teachers' discretion and are not guaranteed. These opportunities reinforce academic concepts and foster a deeper understanding and enthusiasm for learning, resilience, teamwork and personal growth. They can occur during odd years eg.2025, to middle and upper primary classes. These overnight excursions are run in year levels usually consisting of year 3/4, year 5 and year 6. Staff members attending and organising overnight excursions may be from outside of these year levels.

Values:

As a school community we value:

- Respect
- Doing your best
- Collaboration
- Honesty
- Responsibility

Outcomes for students:

As a school community we aim to:

- foster lifelong learning in an environment that is nurturing, innovative and diverse
- embrace the diversity of our school and community and provide a high quality education that is student centred, collaborative and engaging

Outcomes for staff:

As a school community we aim to:

- provide opportunities to enrich their teaching and learning programs through engaging in overnight excursion experiences
- successfully and confidently create, manage and participate in overnight excursion events connected to their learning programs
- create overnight excursions that align with Anula Primary Schools and DoE's overnight excursion policy and guidelines (see www.education.nt.gov.au)

Outcomes for families:

As a school community we aim to:

- provide safe, positive and supportive learning experiences that are enriched through participating in local overnight excursions
- upon teacher request, provide volunteer opportunities for families to connect with their children's learning through attending and participating in class overnight excursions

Rights and Responsibilities

Students have the RIGHT to:

- have opportunities to make connections between curriculum and community when they are available
- be safe and supported on overnight excursions

Staff have the RIGHT to:

- be supported in creating and engaging in class overnight excursions
- request support from families
- make final decision on volunteers attending overnight excursions as per the nomination process

Parents have the RIGHT to:

- withhold permission for their child to attend the overnight excursion
- request to see the completed risk assessment for the overnight excursion
- volunteer to attend overnight excursions to support their child to have a positive connection to their learning via a nomination process. Final decision to be made at the schools' discretion. **LINK TO NEW DOCS**
- for those children with complex needs, parents can request to attend the overnight excursion to support their child
- to enter an agreed payment plan with the school. See [Camp Payment Plan](#) document.

Students have the RESPONSIBILITY to:

- take home permission notes to families in a timely manner
- behave in a way that reflects the Anula School values and expected behaviours at all times. See [Camp Behaviour Contract](#)
- reflect on learning from an overnight excursion when back at school

Staff have the RESPONSIBILITY to:

- seek approval for and complete all overnight excursion documentation correctly **12 weeks** before date of overnight excursion.
- understand and be aware of overnight excursion requirements, including all administration and medication requirements
- ensure all student medical and dietary needs are met as informed by families
- hold a current First Aid certificate with CPR
- maintain clear communication with staff including leadership, maintenance officer, teacher, administration staff
- maintain clear communication and expectations with students
- maintain clear communication and expectations with families

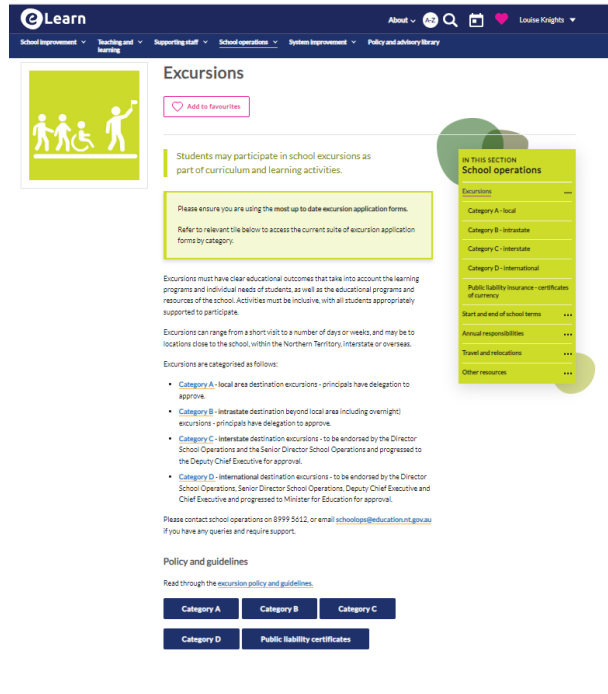
- ensure correct ratio is always adhered to dependent of overnight excursion type
- model the expectations of students and maintain consistency on overnight excursion
- ensure any volunteers attending overnight excursion hold a current Ochre Card and are listed in the overnight excursion paperwork

Families have the RESPONSIBILITY to:

- return permission notes and money to school by the date stated on the **green** permission note
- ensure their child attends with all student requirements as stated on **green** permission note
- send any medications required inclusive of asthma or EpiPen with plan **3 days prior** to the overnight excursion departure date to the nominated camp Medical Officer for the camp
- all parents must complete the medication form provided by the front office
- advise the school of ALL dietary requirements upon return of camp note
- collect any medication from the front office within 1 week of the overnight excursion return date, administration officers to cross check student, dosage and parent identification when collecting
- follow the instruction of the teacher if attending overnight excursion as volunteer and ensure you hold a current Ochre Card

OVERNIGHT EXCURSION PAPERWORK PROCESS

- Log in to eLearn
- Select and complete appropriate overnight excursion paperwork according to type of overnight excursion. **Complete ALL sections.**
- Create folder for your overnight excursion in
L:\Administration\Excursions\Camps
- Save all completed documents for your overnight excursion in the created folder in L:Drive
- Send email to Assistant Principal for reading and signing with final approval to come from Principal
- Print overnight excursion forms on **green** paper to send home
- Scan and save completed overnight excursion permission notes in your created folder



The screenshot shows the eLearn website interface. At the top, there is a navigation bar with 'eLearn' logo and various menu items like 'School improvement', 'Teaching and learning', 'Supporting staff', 'School operations', 'System improvement', and 'Policy and advisory library'. The main content area is titled 'Excursions' and includes a 'Add to favourites' button. Below this, there is a section for 'Excursions' with a brief description: 'Students may participate in school excursions as part of curriculum and learning activities.' A yellow box contains a warning: 'Please ensure you are using the most up to date excursion application forms. Refer to relevant tile below to access the current suite of excursion application forms by category.' The page lists four categories of excursions: Category A - local area destination excursions, Category B - interstate destination excursions, Category C - interstate destination excursions, and Category D - international destination excursions. It also mentions 'Public liability insurance - certificates of currency' and 'Start and end of school terms'. At the bottom, there are buttons for 'Category A', 'Category B', 'Category C', 'Category D', and 'Public liability certificates'.

OVERNIGHT EXCURSION CHECKLIST FOR TEACHERS

- Seek approval from Principal to attend overnight excursion **12 weeks** before date of overnight excursion
- Seek quotes for venue, bus, ambulance cover etc. and confirm dates to make tentative bookings
- Confirm overnight excursion approval with Assistant Principal with **all** costings completed
- Share costings and any invoices with Business Manager and confirm all bookings inclusive of Ambulance cover for maximum expected students and duration of overnight excursion
- Create folder and complete all online overnight excursion paperwork inclusive of Overnight excursion Application form, Parent Consent, Risk Assessment and Participation list **12 weeks before** overnight excursion ensuring correct staffing ratios 1:15. Aquatic/outdoor education activities require a different ratio (1:10) Please refer to Overnight excursion Guidelines at www.education.nt.gov.au for further requirements (**Please include the overnight excursion name in header of your documents**)
- Advise Assistant Principal paperwork is ready for approval. Assistant Principal will approve or advise of changes needed before forwarding to Principal for final approval
- Advise Assistant Principal if extra support or relief teacher is required
- Advise Front Office of overnight excursion AND provide blank copy of overnight excursion note
- Add your overnight excursion to the Portal calendar
- Send out cover letter and parent consent forms at least **10 weeks** prior to overnight excursion
- Communicate to families of your overnight excursion on Seesaw and send home hard copy notes.
- Check any medical needs of your students – medications, Asthma, allergies EpiPens and ensure you have all relevant paperwork and medications needed. Complete the medication table [Medical Register](#)
- Advise office staff of your overnight excursion and to check the First Aid kit **3 days prior** to your overnight excursion
- Ensure all consent forms are completed, behaviour contracts, other relevant permissions from camp facility
- Classroom teachers must make contact with families who have not returned their permission notes or money

2 weeks prior to overnight excursion

- Create Q & A parent information document and send home with students
- Create camp itinerary, menu and student 'what to bring' list and send home with students
- Create [Student Transport Safety](#) checklist
- Classroom teachers to check ALL consent documents have been filled out correctly and signed, follow up with families via phone call and/or Seesaw message
- Finalise student overnight excursion list and create split list and classwork for non-attending students
- Provide split list to office of those non-attenders with a copy of or notes of classwork
- Nominate roles and jobs eg. camp leader, medical officer, activities co-ordinator
- Log portal job for Maintenance Officer for eskies, water coolers, tents etc. **2 weeks** prior to overnight excursion

1 week prior to overnight excursion

- Create camp activity groups and sleeping arrangements lists

- Camp leader to collate all consent forms
- Medical Officer to cross check all consent forms and medications on the medication checklist table
- Medical Officer to ensure First Aid kit restocked and ready for camp

Day of overnight excursion

- Ensure students have all student requirements as per permission notes
- Mark all students attending overnight excursion as E on SAMS attendance roll before leaving the school
- Split non-attenders according to split list
- Notify the Front Office of departure and complete the Student Transport Safety checklist
- Medical Officer to take First Aid Kit and all relevant medications
- Team Leader to take copies of all consent forms on overnight excursion
- Team Leader nominated phone as no caller ID point of contact

After the overnight excursion

- Team Leader to contact school on departure and when arriving at school
- Return First Aid Kit advising office staff of any contents used
- Classroom teachers to advise families to collect any outstanding medications
- Scan and upload copies of the permission notes to your overnight excursion folder on the L:Drive