



18 October 2019

Dear Parents and Caregivers,

During the week 24th February – 28th February 2020, all Southwell students will be involved in a comprehensive and rewarding outdoor education experience.

The 2020 Year 5 Camp will be based in Rotorua.

As parents, you are an invaluable resource and we would like to offer all of our prospective Year 5 parents the opportunity to participate in our camps as Parent Helpers. After reviewing the responsibilities and duties of Camp Parent Helpers, please indicate your interest to attend.

If you have more than one child at Southwell, you may indicate a second preference to attend another camp on the attached form in the event that you are not selected to attend this camp.

Applications need to be handed in to the school office by no later than Monday 11th November 2019.

It would be necessary for parents to make themselves available for the entire week and because of the nature of the activities which the camp involves, it is advisable that volunteer parents have a reasonable level of fitness.

Once all offers of assistance have been received, each will be considered according to requirements for this camp and an appropriate ratio of adults to students. All applicants will be notified by 13th December conditional on Police Vetting.

When returning the form, you will need to bring **two forms** of current identification. One must have a photograph on it (e.g. Passport, Driver's Licence, Firearms Licence).

The identification and the completed form can only be brought to the school office by the parent making the request to join camp (i.e. you cannot send the form to school with a student).

If there are any queries regarding the Police Vet process please contact the Headmaster, Jason Speedy.

Please understand that we have an enormous number of parents wanting to attend, so please do not be disappointed if your name does not go forward this year.

The camp cost covers food, accommodation, bus transportation, excursions and activities.

Pupils will travel to and from the camp by bus, but a number of parents may be requested to take their cars in case of emergency. If you wish to accompany us this year and are prepared to take your car, please indicate this on the accompanying form. Unfortunately, we are not able to cover any vehicle expenses for those parents who take their vehicles to camp.

Further information including appropriate forms will be sent to you at the beginning of Term One next year.

Many thanks for your co-operation.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Jo McFarlane', written in a light grey or blue ink.

Jo McFarlane
Year 5 Dean
joanne.mcfarlane@southwell.school.nz

PARENT RESPONSIBILITIES FOR CAMP

Year 5 - Rotorua

1. Ensure that pupils report for activities on time.
2. Encourage pupils during all activities.
3. Create a positive spirit within your group in particular and throughout the camp in general.
4. Ensure that cabins / rooms have been tidied (Check after breakfast each day).
5. Supervise Duty Groups:
 - Check what the duties are
 - Check when they have to be done
 - Supervise and assist the group
6. Ensure all children have applied sunblock.
7. Check that pupils have appropriate gear:
 - shoes
 - hat
 - raincoat
 - backpack
 - full water bottle
 - togs and towel
8. Remind pupils to take any necessary medication (This will be co-ordinated by a staff member or doctor)
9. Assist with the preparation and serving of meals and tidying up after meals.
10. Sit with pupils when eating and supervise, ensuring appropriate table manners and behaviour.

For Safety and Risk Management reasons we must request that there is NO Alcohol consumption during camp week.

Any offsite absences must be approved by the Dean.

Refer any pupils of concern to staff member

CAMP RESPONSE FORM
Year 5 – Rotorua
24th February – 28th February 2020

Those parents who are selected to be a Parent helper will be required to be Police Vetted. Acceptance onto a camp will be dependent on having a clean Police Vet. However, it takes at least eight weeks to clear so we will process the camp applications from parents as we receive them. Should there be a problem with the Police Vet, we will contact parents discreetly and confidentially.

If you have completed a Police Vet form for Southwell School within the last two years you do NOT need to complete a new one. However, if in doubt, fill one out!

When returning the form, you will need to bring **two forms** of current identification. One must have a photograph on it (e.g. Passport, Driver's Licence, Firearms Licence).

The identification and the completed form can only be brought to the school office by the parent making the request to join camp (i.e. you cannot send the form to school with a student).

If there are any queries regarding the Police Vet process please contact the Headmaster, Jason Speedy.

CHECKLIST OF WHAT YOU NEED TO BRING TO THE SCHOOL OFFICE:

- Completed offer of assistance form
- Completed Police vetting form
- Two forms of current identification (one that is photographic)

TO BE CONSIDERED AS A PARENT HELPER - PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE NO LATER THAN MONDAY 11TH NOVEMBER 2019.

All applicants will be notified by the 13th December, conditional on Police Vetting, if your application to attend camp has been successful.

Offer of Assistance - Year 5 Camp 2020

Mr/Mrs/Ms/Dr _____
(Parent wishing to attend)

PHONE: _____ (Home) _____ (Work)
_____ (Mobile)

SON'S / DAUGHTER'S FULL NAME: _____

- I have completed a Police Vet Form (attached)
- I have completed a Police Vet Form for Southwell School within the last two years.
- I am willing to take my vehicle to camp

Please indicate below if you or your spouse/partner have been a Camp Parent on previous Southwell Camps.

Camp (e.g. Lake Taupo)	Year (e.g. 2015)
_____	_____
_____	_____
_____	_____

Please detail outdoor experiences / specific strengths, particularly any medical, first aid or nursing qualifications and/or expertise.

Please state any existing medical condition and/or medication required by you, or food allergies which may affect the welfare and safety of yourself and other camp participants. e.g. heart condition, asthma, diabetes.

Please advise of any personal dietary requirements; vegetarian, vegan etc that you have.

If I am not selected to attend this camp, I would like to be considered for the following camp as my second preference:

Childs Name: _____ Camp: _____