

CURRICULUM POLICY



The Waitaki Summer Music Camp Incorporated fosters music by providing camp participants with tuition from professional musicians in both sectional tutorials and massed group rehearsals. The aims of the Society are:

To organise and implement music education and performance camps;

To promote the art of music among its members;

To promote participation in music making among youth;

To promote, encourage and implement music festivals;

To promote and encourage family involvement in music activities;

To conduct educational workshops;

The performance of music in all its aspects; and

To promote social and other activities as may appear advisable to further the objects and purpose of the Society.

CONTRACTING POLICY



The Waitaki Summer Music Camp Incorporated committee takes all reasonable steps to ensure that good and safe working conditions exist for all tutors and responds to all reasonable requests made by tutors. The WSMC Inc. committee operates as an equal opportunities organisation. It takes all other reasonable steps to ensure that it is good and fair by responding to issues and concerns raised by tutors.

Tutors will be offered a short term contract lasting for the duration of one camp. Tutors are selected not only on their ability to provide high quality tuition, but also to encourage and support all participants with their musical development.

There is no obligation on the part of the WSMC Inc. to renew the contract for the camp in the following year, should the committee not wish to do so.

HEALTH AND SAFETY POLICY



The Waitaki Summer Music Camp Incorporated provides a safe physical and emotional environment for camp participants, family members and staff. The following steps allow us to carry out the aims of our health and safety policy:

Camp participants, family members and staff take all practicable steps to ensure their own safety and that of other people.

The WSMC Inc. is a smoke free environment.

The WSMC Inc. prohibits the use of all recreational drugs within the boundaries of WBHS.

The WSMC Inc. allows the consumption of alcohol within the dining room in the evenings and at the BBQ social function. The consumption of alcohol elsewhere on the WBHS site is prohibited, with the risk of expulsion from the camp.

Segregated dormitories are provided for males and females. Mixed gender socialising is discouraged in accommodation blocks. At night an appointed young person within the camp ensures that young camp participants return to their assigned dormitories.

Other accommodation is provided for families and partners, for their exclusive use. There is also the option of camping within the WBHS grounds.

Camp participants will ensure that they respect the rights of others to gain a sound night's sleep.

Where young children are brought to camp with their parents, the children remain the responsibility of their parents at all times.

Any participant under the age of sixteen, will need a written declaration from their parent(s) appointing a substitute adult to act as the designated caregiver. The designated caregiver will assume the responsibility for the participant.

The WSMC Inc. will respect all WBHS buildings, amenities and regulations, e.g. the lawn of the sacred quadrangle will not be walked upon.

The WSMC Inc. will follow the food hygiene and safety regulations of the WBHS dining hall staff.

The pastoral care of all participants, including non-performing family members, will be monitored and all efforts will be made to support these people.

FINANCIAL POLICY



The Waitaki Summer Music Camp Incorporated is an incorporated society. The Committee monitors and controls camp expenditure delegating responsibility for the effective management of the camp finances to the secretary / treasurer.

The following procedures for financial management will be actioned:

Money on account:

All moneys received on account of the Society shall be paid into the account of the Society with its bankers and shall be acknowledged by an officer of the Society.

Cheques:

All cheques drawn upon the bankers of the Society shall be signed in such manner and by such persons as the Committee shall from time to time determine.

Endorsement:

Cheques or other negotiable instruments paid or payable to the Society's bankers for collection requiring the endorsement of the Society may be endorsed by such person or persons as the Committee shall from time to time appoint.

Account books:

The Secretary/Treasurer shall keep or cause to be kept a proper account of the income and expenditure of the society and of the matters in respect of which such income and expenditure arises and takes place respectively and of the property, credits and liabilities of the Society in books to be provided for that purpose and shall produce the account books, properly written up, when required by the Committee.

Financial year:

The financial year of the Society shall be from the first day of April in one year to the thirty first day of March the next year.

Filing requirements:

The Secretary/Treasurer shall file with the Registrar of Incorporated Societies within thirty days after the annual general meeting, the financial statements required to be filed under Section 23 of the Incorporated Societies Act 1908.



SELF-REVIEW POLICY

The Waitaki Summer Music Camp Incorporated maintains a programme of self review to continually evaluate, develop and enhance the quality of experience offered through the camp.

This process of review includes:

Evaluation of plans and programmes by the Committee;

An end of camp discussion between the tutors and the Musical Director;

A feedback register is completed by camp participants, and evaluated by the Committee. Where a specific need or issue is identified, this is actioned for the following camp.

Responsiveness during the camp by noting concerns raised by tutors or participants.