

# EXCURSIONS

## POLICY

### **Rationale:**

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our school.

### **Aims:**

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

### **Implementation:**

- An excursion is defined as any activity beyond the school grounds.
- The Principal must approve all excursions and will ensure that they comply with all DEECD requirements.
- Parents can pay for individual excursions as they occur.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 24 hours before the departure date may not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each excursion.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information for School Council Approved Excursions" form and must have paid the costs involved.
- Where possible, information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training guidelines. The "Notification of School Activity" form will be completed and forwarded to the Department of Education and Training (if required) three weeks prior to the excursion departure date.

- Classroom teachers will be given the first option to attend excursions.
- The school will provide a first-aid kit for all excursions and ensure that at least one teacher is carrying a mobile phone.
- The completed Permission forms, and signed “Confidential Medical Information for School Council Approved Excursions” forms must be carried by excursion staff at all times.
- Copies of all forms must be made and left at the school prior to all excursions.
- A grade list must be left at the office that shows: students on excursion, students absent and students who are not attending the excursion and which grade they are in.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- If any parents are selected to assist with an excursion, they may be required to pay costs associated with the excursion.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.
- All excursions require Principal approval. This approval is sought at least three weeks prior to the departure date. Information presented to the Principal will include: -
  1. The educational aims and objectives of the excursion.
  2. The names of all adults attending and their expertise and experience.
  3. Travel arrangements and costs.
  4. Venue details and an itinerary of events.
  5. Procedures followed to ensure the safety of the children.

**Evaluation:**

- This policy will be reviewed as part of the school’s review cycle.

**Ratified by School Council; April 2011**

