

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.
- School Council must approve all excursions. In doing so, School Council will determine a schedule of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- A designated 'Teacher in Charge' will coordinate each excursion.
- The designated Teacher in Charge of each excursion will ensure that all ratios, 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.
- The designated Teacher in Charge will ensure a risk assessment is completed at least 2 weeks prior to the excursion, presented to the Principal and communicated to all adults on excursion prior to departure.
- A designated first aid person will be identified to ensure medication requirements are adhered to.
- 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.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all excursions.
- Copies of completed Permission forms, and signed "Confidential Medical Information for School Council Approved Excursions" forms must be carried by excursion staff at all times.
- 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.
- The schedule of excursions, including costs, will be distributed in a February edition of the school newsletter, and will be updated on a needs basis.
- School Council will determine an 'Excursions Levy' each year. Parents can bulk pay for the year's excursions or pay for individual excursions as they occur. To assist in this matter, parents have an opportunity to sign over their "EMA" cheque if applicable.
- 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 by the due date will 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.
- 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.
- Classroom teachers will be given the first option to attend excursions.
- Parents of children involved in excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
 1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 2. The need to include both male and female parents.
 3. The special needs of particular students.
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion.
- In the event of an excess number of parents expressing an interest in attending the excursion a ballot will be undertaken.
- 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 School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council 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.
- The above information will be provided to the Principal at least a week before the School Council meeting date.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

- This policy was last ratified by School Council in 2015.