



EXCURSION

POLICY

Rationale:

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day 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:

- Day excursions are defined for the purpose of this policy as any organised and supervised school activity that require children to venture beyond the school boundary.
- The principal is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the School Council.
- A designated 'Teacher in Charge' will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet formally with the school leadership team, to present the school leadership team with a planning summary, to discuss the proposed activity, and to seek 'in principle' support for the event.
- If the school leadership team's approval is granted, detailed planning should commence using the schools excursion planner as a guide.
- When presenting information to the school leadership team, the Teacher in Charge must be aware that the school leadership team will consider the following:-
 - What is the purpose of the excursion and its connection to student learning?
 - Is an appropriately trained member of staff able to provide first aid?
 - Have supervisory adults who are not registered teachers completed a Working with Children Check?
 - Is the location of staff and students throughout the excursion including during travel known?
 - Is a record of telephone contacts for supervising excursion staff available?
 - Is a record of the names and family contacts for all students and staff available?
 - Are copies of the parental consent and confidential medical advice forms for those students on the excursion available?
- If day excursions include adventure activities, organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- If approved, the online [Notification of School Activity](#) form will then be submitted three weeks prior to the activity if required. Students only travel on buses fitted with seatbelts.
- The schedule of excursions, including costs, will be distributed at the start of each term via a letter home as detailed in the 'Term Planner'. This highlights all financial commitments required for the activity.
- 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 a day 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. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.
- 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.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times.
- The school will require teachers in charge to have a mobile phone and a first-aid kit, which includes all medication for attending students for all day excursions.
- 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.
- In the event that our school does not meet 1 to 20 teacher : student ratio we will seek parent assistance.
- When deciding on which parents will attend, the Teacher in Charge will take into account –
 - Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 - The preference to include both male and female parents.
 - The special needs of particular students.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day excursions. Parents will be notified if a child is in danger of losing their privilege 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 Teacher in Charge. The child will be required to attend school during the day.
- The primary references that must be consulted when considering all day excursions is the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.

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.... **September 2012**