

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.
- For the purposes of this policy, an excursion is defined as an activity organised by a school (except work experience) whereby students leave the school grounds for the purpose of engaging in educational activities (including music and sport).

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 : Overnight excursions, Camps, Interstate (domestic) visits, Excursions requiring sea or air travel, Excursions involving weekends or vacations or Adventure activities.
- The Assistant Principal: School Operations is responsible for the approval of all single-day excursions (other than those referred to above which must be approved by School Council) and the staff involved that are employed by the Department of Education and Training. Single day excursions outside of the local area require notification to School Council.
- The Assistant Principal: School Operations will ensure that all excursions are maintained at a reasonable and affordable cost and comply with all DE&T requirements.
- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual 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 will not be allowed to attend unless alternative payment arrangements had been previously organised.
- 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, including a medical information section and must have paid the costs involved.
- 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 on line three weeks prior to the excursion departure date.

- 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.
- Parents may be invited to assist in the delivery of school excursions. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students. All volunteers must have a Working with Children Check and those details must be recorded by the Personnel Manager.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal or Team Leader, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Overnight excursions, camps, interstate/overseas visits, excursions involving sea/air travel or weekends or vacation time, or adventure activities require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. All required document is outlined on the Excursion Planning Checklists (available on the Tardis). These documents need to be lodged with the Assistant Principal for reference to the Principal/School Council for approval.
- The above information will be provided to the Assistant Principal: School Operations at least a week before the School Council meeting date as per term planners.

APPROVAL:

This policy was approved by School Council on the 9th September, 2014

EVALUATION:

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