



Growing together,
Learning forever!

Excursion 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.
- All excursions require Principal or School Council approval. Approval is to be sought at a scheduled meeting at least three weeks prior to the departure. In doing so, School Council will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- School Council approval is specifically required for camps and overnight excursions. 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.
- Parents will be notified of excursions and their related costs at least two weeks before the excursion via the newsletter and through the permission note. Information will be updated as required.
- 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 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.
- 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.
- 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 DEECD guidelines.
- The online DEECD ‘Notification of School Activity’ proforma will be completed as required at : www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
- Classroom teachers will be given the first option to attend excursions.
- The school will ensure teachers attending camps and excursions have up to date first aid qualifications. The school will provide the opportunity for teachers to update their first aid qualifications.
- 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.
- 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.
 4. Parents selected to attend are required to hold a current “Working with Children’ approval
- Parents selected to assist with an excursion 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.
- Students not attending the excursion will be expected to come to school.

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...

August 2012