



Excursions

Rationale

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Students are given the opportunity to transfer the skills from the learning area into the wider community. 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 and understand that learning is not limited to school.

Implementation

- An excursion is defined as any activity beyond the school grounds.
- 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 or Assistant Principal. Decisions relating to alternative payment arrangements will be made by the Principal or Assistant Principal on a case-by-case basis. (See Hardship Policy)
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide informed consent to their children attending excursions.
- 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 may not be allowed to attend unless alternative payment arrangements have been previously organised with the Principal or Assistant 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 addressed the costs involved.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DET guidelines.
- The online DET '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 continue to provide the opportunity for teachers to update their first aid skills.
- On all excursions, attending staff will be required to carry their own mobile phones. On each bus there will be at least one first aid trained staff member and a first-aid kit.
- 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.
- Digital copies of documentation will be stored at school and with teachers on excursions.



- A 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 selected to assist with an excursion must have a current *Working with Children Check*.
- 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.
- Parents selected to assist with an excursion, must attend unaccompanied by other members of their family.
- At the conclusion of the excursion, attending staff will meet to evaluate all aspects of the visit.

Evaluation

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

This policy was ratified by School Council on Monday 17th October, 2016