



Excursions Policy

Purpose

- To enable students to further their learning and social skills in a non-school setting.

Aims

- All students will be encouraged to attend excursions.
- Excursions will provide meaningful and valuable experiences for all students and be linked to current school curriculum programs.
- Excursions will provide students with the opportunity to visit areas within the local and wider communities.
- Excursions will enable students to develop an understanding that learning is not limited to school and that valuable learning takes place in other environments.

Implementation

- An excursion is defined as any activity beyond the school grounds.
- All excursions must be approved by the Principal through the Consultation team meetings with all relevant documentation discussed.
- The teacher in charge of each excursion will ensure that all transport arrangements, supervision and excursion activities comply with DET guidelines. This includes determining the risk of bushfire and acting accordingly.
- The 'Notification of School Activity' form must be completed and forwarded to the Assistant Principal at least three weeks prior to the excursion departure date for approval at Consultation.
- Students with additional needs must be considered and arrangements made for them to take any requirements with them and alternative transport arranged if required.
- A staff member will be responsible for medication on every excursion. All staff members will be made aware of the medical needs. Parents will be requested to collect their children from an excursion if they are unwell. The teacher in charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parents, including ambulance transportation if required.
- All students must have a signed Local Excursion notice that is kept on file that will be taken on the excursion by classroom teachers.
- Students will not be excluded from excursions for financial reasons. Families 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 individual excursions. A reminder notice will be sent a fortnight before the departure date. Students whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Any family who has not met the required payment for a previous excursion will be unable to participate in the excursion until this payment is finalised, unless negotiated with the Principal.
- Administration staff will be responsible for managing and monitoring the payments for excursions, and will provide class teachers with detailed records. All families will be given sufficient time to make payments for excursions.
- Families will be notified of the exact costs and other relevant details of individual excursions as soon as
- If a student has been absent and the family has not received excursion information, the parents will be notified individually (by phone if necessary) of excursion details.
- Students whose behaviour is likely to put themselves or others at risk may be excluded from excursions at the Principal's discretion.
- Parents will be requested to collect their children from an excursion if their child exhibits behaviours that are considered unacceptable. The teacher in charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parents.

- Any parent helpers participating in the excursion must hold a current Working With Children Check card.

Policy evaluation and review

- It is the responsibility of the School Council to monitor the implementation of this policy. Feedback from students, staff and parents will be considered when reviewing this policy.
- Post camp activities, displays, newsletter articles and assembly presentations.
- Participation of students.
- This policy will be reviewed by the Policies sub-committee of School Council as per the review cycle.

Policy reviewed and ratified – November 2017