

### **Rationale:**

An excursion is defined as any activity beyond the school grounds. Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions are an important aspect of, and are complementary to, the educational programs offered at the school.

### **Aims:**

- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

### **Implementation:**

- All excursions must be approved by the Principal.
- A designated “Teacher in Charge” will coordinate each excursion.
- The Teacher in Charge must provide the General Office with a final student list of attendees.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- 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 Principal. Decisions relating to alternative payment arrangements will be made by the Principal 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 provided with permission forms and excursion information clearly stating payment finalisation dates. Students without payments finalised prior to the excursion will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- All parents currently holding a valid Health Care Card, will be encouraged to apply for the Camps, Sports & Excursions Fund (CSEF), which contributes \$125.00 per student (in 2017) towards the cost of camps, sporting events or excursions/incursions.
- All students must have returned a signed permission note and full payment completed to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge of medication is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.

- Parents may be invited to assist in the delivery of excursions.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. 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, in consultation with the organizing teacher and or class teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on excursions consistent with the School's Engagement policy. In extreme cases the excursion staff, following consultation with, and the approval of, the principal may determine that a student should return home during an excursion. In such circumstances, the parent/carer will be advised;
  - of the circumstance associated with the decision to send the student home,
  - of the time and place the parents/carers must collect their child, and
  - that any costs associated with the student's return will be the responsibility of the parents/carers.
- The Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: DET Excursion Policy
- Excursion requiring special activities need to be logged with the DET. The Teacher in Charge will complete the 'Notification of School Activity' available online (See camp planning) three weeks prior to the excursion date, and ensure relevant details are entered on the daily planner.
- School Council is responsible for the approval of:
  - excursions requiring sea or air travel, weekends or vacations
  - adventure activities (in accordance with DET Guidelines),

**Evaluation:**

This policy will be reviewed on a three-year cycle.

This policy was last ratified by School Council on March 23rd 2017