EXCURSIONS POLICY

An excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).

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

• School Council is required to approve all :-
  o overnight excursions
  o camps
  o interstate and international visits
  o excursions requiring sea or air travel
  o excursions involving weekends or vacations
  o adventure activities

• Those excursions occurring within school hours and not involving adventure activities are not required to seek council approval.

• Parents will be informed of all excursions and costs involved.

• School Council will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements & School Council Policies including Anaphylaxis, Volunteers and Private Car Use Policies.

• All endeavours will be made not to exclude students from excursions 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 / Office Manager 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 have been 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.

• Each excursion will be coordinated by a designated ‘Teacher in Charge’.

• Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, and where necessary 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.

This policy was ratified at School Council 01/09/2014
• The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DEECD guidelines. The “Notification of School Activity” will be completed on-line and forwarded to DEECD prior to the excursion departure date.
• The school will continue to provide the opportunity for teachers to update their first-aid skills.
• Staff mobile phones and a first-aid kit will be taken on all excursions.
• Copies of completed Permission forms, (and signed when required “Confidential Medical Information for School Council Approved Excursions” forms), must be carried by excursion staff at all times.
• 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 of children involved in all 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 –
  o Any valuable skills the parents have to offer e.g. bus licence, first aid etc
  o The need to include both male and female parents.
  o The special needs of particular students.
• Parents selected to assist with an excursion may be required to pay costs associated with the excursion.
• Siblings of students are not to attend excursions with parents (volunteers) unless prior permission is approved by the school.
• 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.
• When possible, School Council approval will be sought at a scheduled meeting at least three weeks prior to the departure date or via email approval where there is a time constraint.
• Information presented to School Council will be in line with DEECD guidelines over page.
• The above information will be provided to the Principal at least a week before the School Council meeting date.
• Teachers are required to provide the Office with information contained on the Excursion Form so that Student Permission forms and student charges are finalised as early as possible.
• Excursion volunteers must have a current Working With Children Check

Evaluation

• This policy will be reviewed as part of the school’s review cycle.

Extra-Curricular Expenses Procedure

To support our parents budgeting for educational expenses, the school will take reasonable steps to use the following procedure.

1. At the beginning of each year the school will develop a Financial Planner for each grade level of anticipated educational expenses. This financial planner will be sent to all parents.
2. In circumstances where the school has not included an event or program that will incur additional educational expense, the school will use the following guidelines for communicating expenses to parents:
   a. For expenses over five dollars the school will provide a minimum of three to four weeks’ notice.
   b. For expenses over twenty dollars the school will provide a minimum of six to eight weeks’ notice.
3. Aim to budget school excursions to no more than $50 per child per year (this does not include sporting events & school camps).