

### Purpose

The Excursion program aims to enhance student learning through the provision of real or first hand educational experiences developing desirable personal and social skills and attitudes, understanding and encouraging an appreciation of different environments.

### Implementation

- Excursions and most incursions should be planned on a yearly basis and must have relevance to the curriculum, taking into account the age, interests and experiences of the students involved
- All excursions must comply with DEECD guidelines and regulations
- An excursion planning form must be completed prior to the excursion, and signed by the Principal or Assistant Principal. When presenting information to the Principal, the Teacher in Charge must be aware that the Principal will consider the following:-
  1. What is the purpose of the excursion and its connection to student learning?
  2. Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
  3. Is an appropriately trained member of staff able to provide first aid?
  4. Have supervisory adults who are not registered teachers completed a Working with Children Check?
  5. Is the location of staff and students throughout the excursion including during travel known?
  6. Is a record of telephone contacts for supervising excursion staff available?
  7. Is a record of the names and family contacts for all students and staff available?
  8. Are copies of the Parent Consent and Confidential Medical forms for those students on the excursion completed?
- Excursion planning should commence well in advance and must include:
  1. A completed excursion planning form completed by the organiser and approved by the Principal at least 4 weeks prior to the excursion date
  2. Parent notification forms generated by the office to inform parents with clearly set out timelines for payment
  3. Relevant bookings and confirmation
  4. Adequate costing per student
  5. Arrangements for students not attending the excursion/incursion, but still attending school on the day.
- If day excursions include adventure activities organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- School Council prefers that students only travel on buses fitted with seatbelts if available.
- The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.

An 'Excursions Levy' is set up each year if parents want to bulk pay for the year's excursions or pay for individual excursions as they occur. To assist in this matter, parents have an opportunity to sign over their 'EMA' cheque if applicable.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day 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. Children whose parents have not paid deposits by the due date, who do not make full payment by the due

date, or who have not made alternative arrangements with the Principal will not be eligible to attend.

- 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.
- 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.
- 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.
- The school will provide a first-aid kit for all day excursions.
- Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times, and copies remain at school.
- While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- Parents may be invited to participate in 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 e.g. bus licence, first aid etc
  2. The preference to include both male and female parents
  3. The special needs of particular students.
- Parents selected to assist with day excursions may be required to pay their excursion costs.
- The primary references that must be consulted when considering all excursions is the School Policy and Advisory Guide website:  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- Students attending an excursion must wear identification
- When planning excursions teachers should consider other possible school based request for money and try to avoid heavy expense times
- Parents should be given at least two weeks notice for the payment of excursions
- Attendance at excursions will be encouraged.
- The school will maintain an excursion spreadsheet to show levels of spending and that costs reflect the allocation of costs for each level.

## Evaluation

This policy will be reviewed as part of the school's four-year review cycle, or after any unexpected or adverse incident origination from an excursion.

**School Council ratified this policy in 2014**

**Next review of this policy is in 2018**