



## EXCURSIONS POLICY

### **Rationale:**

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. 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 an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

### **Implementation:**

- An excursion is defined as any activity beyond the school grounds.
- All excursions must be approved by School Council. In doing so, School Council will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEEECD requirements.
- This approval is sought at a scheduled meeting prior to the departure date. Information presented to the School Council will include: -
  1. The educational aims and objectives of the camp.
  2. The names of all adults attending and their expertise and experience.
  3. Travel arrangements and costs.
  4. Venue details and an itinerary of events.
  5. Procedures followed to ensure the safety of students.
- The Principal may grant approval for a minor excursion at his/her discretion. This must then be minuted and ratified at the next School Council meeting.
- Students will not be excluded from excursions for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be invited to discuss their individual situation with the Principal or Business Manager. 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. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Students whose payments have not been finalised before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal or Business Manager.
- 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.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form. Hand written notes or verbal permission are not sufficient.

- 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.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport and activities comply with DEECD guidelines. The “Notification of School Activity” form will be completed on-line prior to the excursion departure date.
- The “Notification of School Activity” form is required for
  - Overnight, weekend, interstate or overseas activities
  - Adventure activities
  - Non-adventure activities which, by their nature, location or timing, may be hazardous
  - School closures, pupil free days, School Council holidays, combined sports or cluster days
  - Day excursions beyond Beechworth
- A mobile phone and a first-aid kit must be taken on all excursions.
- The completed Permission Forms must be carried by excursion staff at all times.
- On return to the school, Permission Forms, attendance lists and any incident reports must be returned to the office for appropriate storage.
- In the case of an excursion returning later than expected, The Teacher in Charge will communicate the anticipated return time to the school or Principal.
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion. Where parents are supervising students without direct teacher involvement, they must have a Working With Children check.
- A register of parents with Working With Children checks will be maintained by the college.
- 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 Teacher in Charge.

**Evaluation:**

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

This policy was last ratified by School Council in August 2010