

# DAY EXCURSIONS

## POLICY

### **Rationale:**

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day 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:**

- Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- The principal is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the School Council.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- A designated 'Teacher in Charge' will coordinate each day excursion.
- Staff considering a day excursion, which is usually related to a unit of work will ensure the appropriate paperwork located on the T drive/Teachers/Camps and Excursions is completed and given to the Principal in a timely manner.
- Once approved, the online [Notification of School Activity](#) form will then be submitted by Office staff prior to the activity if required. (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
- The schedule of excursions, including costs, will be distributed in the Summary of Charges sheet provided to parents in February and/or on enrolment and will be updated on a needs basis.
- 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 excursion.
- 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 and participating teachers' mobile phone numbers will be recorded on the excursion proforma.
- Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times.

- A list of students not attending the excursion and the care arrangements for them are to be left at the main office prior to the excursion departing the 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. eg. 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.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day 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.
- The primary references that must be consulted when considering all day excursions is the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.

**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 2014**