School Excursion 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.
- The Principal must approve all excursions. In doing so, he/she will ensure that all excursions are maintained at a reasonable and affordable cost and that they comply with CEO and DE&T requirements.
- All endeavours will be made not to exclude students 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 on a case-by-case basis.
- All families will be given sufficient time to return Permission notices and to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to return notices and finalise payment.
- 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.
- A designated ‘Teacher in Charge’ will coordinate each excursion.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed “School Excursion Consent Form”, and must have paid the costs involved.
- Information will be provided to 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 arrangements and excursion activities comply with Department of Education and Training guidelines.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all excursions.
- Copies of completed ‘School Excursion Consent’ forms must be carried by excursion staff at all times.
- A senior 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.

References: SOTF Reference Guide – 4.4.2 School Excursions
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- Parents of children involved in 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 –
  
  1. Any valuable skills the parents have to offer, e.g., bus licence, first aid, etc.
  2. The need to include both male and female parents.
  3. The special needs of particular students.

- Parents selected to assist with an excursion may be required to pay costs associated with the excursion.

- 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.

- All excursions require the Principal’s approval. Information presented to the Principal will include:
  
  1. The educational aims and objectives of the excursion.
  2. The names of all adults attending.
  3. Travel arrangements and costs.
  4. Venue details and an itinerary of events.
  5. Procedures followed to ensure the safety of the children.

Evaluation:

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