

Excursions/Incursions

POLICY

Rationale:

The school's excursion/incursions program enables students to further their learning and social skills development either in a non-school setting or within a school. Excursions and incursions complement, and are an important aspect of the educational programs offered at our school.

Aims:

- To reinforce, complement and extend learning opportunities beyond the regular classroom curriculum.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To develop and value a global and socially constructed view to learning with adults as participant learners

Implementation:

- An excursion is defined as any activity beyond the school grounds.
- An incursion is defined as any activity conducted within school hours, on school grounds provided by an external provider ie guest speakers, animal encounters travelling science, music, drama performances etc
- All excursions/incursions must be approved by the Principal. In doing so, the Principal will ensure that all excursions/incursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- Parents pay for individual excursions and incursions as they occur.
- Students will not be excluded simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend, 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. Parents will be sent notices before the excursion/ incursion date reminding them of the need to finalise payment. Children whose payments have not been finalised at least five school days 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/incursion will be coordinated by a designated 'Teacher in Charge'.
- Prior to any child attending, parents/guardians must have provided to the school a signed permission form, including a signed "Confidential Medical Information for School Council Approved Excursions incursion form, and must have paid the costs involved.
- Attempts will be made for information to 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/incursion will ensure that all, transport arrangements, activity space and activities comply with Department of Education and Training guidelines.

- The “Notification of School Activity” form will be completed online and forwarded to the Department of Education and Training (if required) three weeks prior to the excursion departure date.
- The school will provide a mobile phone and a first-aid kit for all excursions.
- Copies of completed Permission forms, and signed “Confidential Medical Information for School Council Approved Excursions” 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.
- 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. eg. bus licence, first aid etc
 2. The need to include both male and female parents.
 3. The special needs of particular students.
 4. 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 and incursions. Parents will be notified if a child is in danger of losing their invitation to participate 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/incursions require Principal approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the Principal will include: -
 1. The educational aims and objectives of the excursion.
 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 the **children**.

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....

2010