

Policy Document

EXCURSIONS / INCURSIONS

Rationale

- The school's excursion & incursion program enables students to further their learning and social skills development. They are an important aspect of the educational programs offered at our school and they provide a broadening of each student's cultural and learning experiences.
- Day excursions are any organised and supervised school activities that require children to venture beyond the school boundary. Incursions are held on the school grounds.

Objectives

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited within school, and that valuable and powerful learning takes place in the real world.
- To provide a range of activities across the curriculum.
- To offer an action component and/or stimulus for inquiry learning.

Implementation

- 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.
- Documentation is to be provided to the office three weeks before the excursion date.
- All families will be given sufficient time to make payments for excursions. Teachers will follow up students who have not returned their notices or payment. Students whose authorisation to attend has not been finalised by the nominated date on the excursion note will not be allowed to attend unless alternative arrangements had been previously organised with the Principal/Assistant Principal (AP).
- 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. Teachers to retain a record of payment and permission to participate.
- A designated 'Teacher in Charge' will coordinate each excursion.
- All excursions/incursions notes/arrangements must be signed off by the Principal/AP or Level Leaders.
- Prior to any student attending an excursion (not including local excursions), parents/guardians must have provided to the school a signed permission form, medical attention form and must have paid the costs involved or arranged alternative payment options with the Principal/AP/Business Manager.
- Appropriate, relevant documentation must be received two days before the due date in order to provide sufficient time for the teachers in charge to finalise all arrangements.
- 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 arrangements and excursion activities comply with Department of Education and Early Childhood Development's guidelines.

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- Buses with seat belts will be used when travelling to and from excursions when possible.
- Information communicated to parents will identify the purpose/s of each excursion/incursion.
- Department of Education and Early Childhood Development regulations proclaim a teacher – pupil ratio (normally 1 to 20) for activities outside the school. When planning commences arrangements will be discussed with the Principal/AP. Any changes to normal time tabling and staffing must be considered by staff and approved by the Principal/AP.
- Excursions/incursions may involve part or all of one day. Overnight activities are covered by the Outdoor Education Policy.
- When appropriate, specialist teachers and parents will be involved in activities to assist with organisation and supervision.
- 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 day excursions.
- Copies of completed Permission forms, and signed Confidential Medical Information 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.
- 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 inappropriate 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 four-year review cycle.

Ratification

Ratified by School Council: 31-July-2013

School Council President: Glen Noble

Principal: Anne McPhee