

EXCURSION POLICY

1. RATIONALE:

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement and are an important aspect of the educational programs offered at our school.

2. AIMS:

- 2.1 To reinforce, complement and extend learning opportunities beyond the classroom.
- 2.2 To develop and understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- 2.3 To further develop social skills such as cooperation, tolerance, communication and individual/group interaction in a venue external to the school.

3. IMPLEMENTATION:

- 3.1 The Principal/Assistant Principal is responsible for the approval of all excursions other than those that must be approved by School Council.
- 3.2 A designated 'Teacher in Charge' will coordinate each excursion. The teacher in charge is responsible for all bookings and confirmation of bookings.
- 3.3 Costs and numbers should be worked out and presented to the Business Manager for costing approval.
- 3.3 Parents/guardians to be given adequate notice regarding an excursion.
- 3.4 Prior to any student attending an excursion, parents/guardians must have provided to the school a signed permission form, including emergency contact details, and must have paid any costs involved.
- 3.5 Teacher in charge should ensure correct ratio numbers between students, teachers and adults is considered. All parents helping need to have Working with Children Checks.
- 3.6 Three weeks prior to the excursion the Teacher in Charge will complete an online "Notification of School Activity" form which will be forwarded to the Department, plus a copy filed in our Emergency Management Plan.
- 3.7 Prior to the excursion, the teacher in charge must complete an Excursion Checklist Form (available from the office) and leave at the office on the day of the excursion. This must include a list of all students attending on the day.
- 3.6 Teacher in charge should organise mobile phone, first aid kit and cheques for payment (if necessary) prior to the excursion day.
- 3.7 Students will be required to wear full school uniform on all excursions unless advised differently.
- 3.7 Arrangements should be made for children not attending the excursion.
- 3.8 Children who regularly misbehave or are suspended may lose the privilege of participating. Parents will be notified in advance.
- 3.9 Staff are encouraged to limit excursions to one per term.

4. EVALUATION:

This policy will be reviewed as part of the school's review cycle.