

EXCURSIONS

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 either locally in Hamilton or beyond.
- Permission notices are signed by a parent or guardian upon enrolment for local excursions and each and every year thereafter to remain up to date.
- Any excursion to Melbourne must demonstrate links to students' learning and must have principal approval prior to submitting to school council.
- Permission slips must be signed by parents or carers for every excursion beyond Hamilton.
- School Council must approve all excursions that go beyond the Hamilton city limits at least 3 weeks prior to the excursion. School Council ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD 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 make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 10 days prior to the departure date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Business Manager or Principal.
- Payments for excursions are to be student funded, unless principal approval has been given.
- Excursions will only go ahead if a majority of the class are attending. (80%)
- 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 "Confidential Medical Information for School Council Approved Excursions" form, and must have paid the costs involved.
- Information will be provided to all 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 guidelines. The “Notification of School Activity” form will be completed online 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 must be in attendance at school whilst the children are returning from any out-of-school-hours excursion. 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.
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion.
- Parents involved in excursions must have a Working With Children Check, a copy of which has been provided to the Principal.
- 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, after consultation with the classroom teacher and the Teacher in Charge.
- All excursions require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date.
- The above information will be provided to the Principal at least a week before the School Council meeting date for principal approval.

This policy was last ratified by School Council on....

26th March 2014

