PURPOSE

The school’s excursion program enables students to further their learning and social skills development beyond the classroom. Excursions reinforce, complement and extend learning opportunities, and are an important aspect of the educational programs offered at our school. They develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

GUIDELINES

- An excursion is defined as any approved activity beyond the school grounds.
- The 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 (DEECD) guidelines and school excursion planning processes. The school’s excursion planning process and documentation must be used when arranging an excursion. These documents will ensure that all school and DEECD requirements are met.
- The Leadership Team must approve all excursions. In doing so, they will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- All excursions must be recorded on the ‘Emergency and Security Management Branch – Notification of school activity’ online notification system three weeks prior to the excursion.
- Staff to student ratios, as set out within DEECD guidelines, will be adhered to at all times when conducting excursions.
- Students must be adequately prepared before the excursion, including possible learning requirements, and a classroom follow-up should occur after the excursion.
- Parents will be fully informed in writing of the purpose, cost, location, times of departure and return, and materials required.
- Prior to any child attending an excursion, parents/guardians must provide the school with two signed permission forms. One copy of the completed and signed permission form must be carried by excursion staff at all times, whilst the second copy remains at school office.
- 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 school rules as to behaviour and social issues apply and must be enforced.
- 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 the opportunity 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 of the excursion.
- Students attending an excursion must be suitably attired in full school uniform, unless otherwise stipulated.
- 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 24 hours before the departure date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.)
- Payment must be received by the designated date, for booking and organisation requirements
- All endeavours will be made not to exclude students for financial reasons. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records.
- Alternative arrangements will be made, by the teacher in charge for children not attending an excursion.
- A senior staff member will be in attendance at school until children have returned from the excursion. The teacher in charge will communicate with this person with regard to the anticipated return time.
- Parents selected to assist with an excursion are not required to pay costs associated with the excursion, however may, where applicable, be required to undergo a police-check.