



# Woody Yaloak

Primary School

"Achieving Together"

## Excursions Policy

### **Policy Date :**

- **August 2017**

### **Policy Statement (Rationale):**

- The school's excursion program enables students to further their learning and social skill 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 beyond the school grounds.
- School Council must approve all excursions. In doing so, School Council will determine a schedule of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- The schedule of excursions, including costs, will be distributed with approximate details in December and confirmed in a February edition of the school newsletter. This schedule will be updated on a needs basis.
- Parents can pay for the year's excursions or pay for individual excursions as they occur.
- 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. Children whose payments have not been finalised by the due date will not be allowed to attend unless alternative payment arrangements had been previously 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.
- 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 by the due date. (Please refer to Parent Payment Policy for information regarding accounts that are in debt.) Failure to comply with these arrangements will result in students being unable to attend the excursion. An alternative program will be organised at school on these days unless it is a school closure day. A note will be sent home advising families if their child/children will not be attending the excursion.



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- In order to support families the following procedures will be adhered to:
  - All permission notes will be due on Wednesday in the week prior to the excursion.
  - A reminder will be placed in newsletters.
  - A FLEXIBUZZ alert will be sent 2 days prior to notes being due.
  - Adequate reminders will be made prior to notes being due.
  - Permission forms are available on the calendar and on our school website.
  - Permission forms are sent out 2 weeks prior to the return date
- The designated Teacher in Charge of each excursion will ensure that excursions, transport arrangements and excursion activities comply with Department of Education and Early Childhood Development guidelines.
- The online DEECD 'Notification of School Activity' proforma will be completed as required at :  
[www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)
- Classroom teachers will be given the first option to attend excursions.
- 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 excursions.
- Copies of completed Permission forms, with 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 to the anticipated return time.
- Parents of children involved in all other 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. Working with children check
  2. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
  3. The need to include both male and female parents.
  4. The special needs of particular students.
- 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. 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, in consultation with the classroom teacher and the Teacher in Charge.
- All excursions require School Council approval. This approval is sought at a scheduled meeting prior to the departure date. Information presented to the School Council will include the following:
  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 final costs.
  4. Venue details and an itinerary of events.
  5. Procedures followed to ensure the safety of the children.
- The 'notification of excursion' form will be provided to the Principal prior to the School Council meeting date.
- At the discretion of the teacher in charge, mobile phones / devices may be brought to a camp / excursion in accordance with departmental policy.

### Evaluation:

- \* This policy will be reviewed as part of the school's three-year review cycle.



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