Excursions
Tatura Primary School 1441

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.
- To assist with the social development of students through participation in activities in a variety of settings.

Implementation:
- An excursion is an activity organised by the school during which students leave the school grounds to engage in educational activities.
- All excursions must be approved by Principal/School Council. 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 principal is responsible for the approval of all single-day excursions.
- School Contributions, including excursion/incursion costs for the year will be printed in an edition of the school newsletter.
- School Council will determine an ‘Excursions Levy’ each year, which will be part of the School Contributions.
- Payment of the Excursion Levy by the due dates entitles students to attend excursions. All endeavours will be made not to exclude students for financial reasons. Parents experiencing financial difficulty 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.
- 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.
- Each excursion will be coordinated by a designated ‘Teacher in Charge’.
- 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 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 DEECD guidelines. The online “Notification of School Activity” http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp form will be completed three weeks prior to the excursion departure date or as close as possible to the date.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- Staff attending excursion will take their personal 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.

Parents of children involved in excursions may be invited to assist. When deciding on which parents will attend, the Teacher in Charge will take into account –

- Working With Children Check current
- Any valuable skills the parents have to offer. eg. bus licence, first aid etc
- The need to include both male and female parents.
- The special needs of particular students.
- Final selection may involve drawing of names from a hat.
- It is an expectation that all students participate in excursions/incursions, those students who do not participate will be expected to attend school and will be placed into another classroom for the day.
- 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 Principal & School Council approval. This approval is sought at a scheduled meeting using the Proforma attached to the Planner.
  1. The educational aims, curriculum relevance and objectives of the camp.
  2. The names of all adults attending and their expertise and experience.
  3. Travel arrangements and costs.
  4. Venue details and an itinerary of events.
  5. Procedures followed to ensure the safety of the children.

**Evaluation:**
This policy is to be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in 2013