

## Excursions and Visiting Artists Policy

Status: Final Feb 2014

Education Sub-Committee.

### Rationale:

Excursions are undertaken to broaden students' social development and enhance educational programs. Excursions complement, and are an important aspect of the educational programs offered at our school. [For camps, please see Camp Policy].

### 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 provide opportunities to develop social and educational interactions with the wider community.

### Guidelines:

- An excursion is defined as any activity beyond the school grounds. An incursion includes guest speakers and visiting artists in an educational context.
- Excursions and incursions are relevant to AusVELS and planned by teachers for class/level or whole school involvement.
- All excursions will be conducted in accordance with DEECD guidelines, with reference to planning and approvals; appropriate risk management, including staffing and supervision – one – twenty for regular day excursions, (specific guidelines for adventure activities); student preparation and behaviour; student medical information  
<http://www.education.vic.gov.au>
- Staff members planning excursions are required to follow the excursion process, excursion checklist and complete an *Excursion Planning Proforma*, available from the office.
- A charge should be included in the annual school fees to cover all excursions and incursions for the year.
- If parents are responsible for students without teacher supervision, they are required to have a current *Working with Children Check*.

### Implementation:

- School Council will determine an "Excursion/Incursion Levy" each year. Parents can pay the annual excursions/incursions levy in their annual fees or pay for individual excursions/incursions as they occur. A \$2 administration fee will be charged for each individual excursion payment.
- Prior to the commencement of any detailed planning relating to a proposed excursion, the teacher in charge and other key members must meet with the Principal, to present the Principal with a planning summary, and to seek initial approval for the event.
- The Principal is responsible for the approval of all single day excursions other than those which must be approved by School Council.
- School Council is responsible for approval of all overnight excursions, camps, interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or holidays; and adventure activities.
- Once approval has been given, detailed planning should commence. This must include a risk assessment for excursions.
- The Principal and/or class teacher may exercise discretionary judgement regarding the participation of individual students. If a student is being considered for exclusion from an excursion, the class teacher and Principal will meet to discuss why and what alternative educational arrangements are to be made for the student. It is expected that all students participate in excursions.
- An *Educational Excursion permission form* must be obtained from parents/guardians before a student participates in excursions accepting the cost of the excursion and stating that if unable to contact parents the school can consent to emergency procedures.
- Parents will be reminded to update medical information through Care Monkey on a regular basis
- First Aid kits, including specific student medication, mobile phones and permission forms must be taken on excursions. Personal mobile phones must have numbers recorded at the office.
- Students who have displayed sensible, reliable behaviour at school will be able to attend school excursions. Parents will be notified if their child is in danger of losing their right to participate due to poor choices 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.

# Policies

- All families will be given sufficient time to make payments for excursions/incursions. Reminders will be communicated to students, through the newsletter or on Facebook before the excursion/incursion date confirming the due date for final payments.
- Teachers will provide detailed information about programs being conducted within the school [incursions] but permissions notes will not be required unless the program could be perceived to be of a sensitive nature. e.g Sex Ed, Drug Ed
- For incursions where costs are involved, payment will be taken from the excursion/incursion levy
- If fees or excursions levies have not been paid, the excursion amount must be paid by the due date [unless prior arrangements have been made] so students can participate.
- All endeavours will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion/incursion, will need to discuss their individual situation with the Principal. Decisions made by the Principal relating to alternative payments will be on a case-by-case basis.
- The monitoring of payments is the responsibility of the classroom teacher.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DEECD guidelines.
- Classroom teachers will be given first opportunity to attend excursions.
- A senior staff member will be in attendance at school if the students are returning from any out of school hours' excursion. The Teacher in Charge will communicate with this person re: the anticipated return time.
- Parents of students involved in excursions may be invited to assist on the excursion. When determining which parents will attend, the teacher in charge will take into account:
  - Any valuable skills the parent may have to offer.
  - A desire to include both male and female parents.
  - The special needs of particular students.

## Evaluation:

Major review every three years.  
Minor review as needed.

## References:

- [http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4\\_4.htm](http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_4.htm)
- <http://www.education.vic.gov.au/about/news/newsalerts/2009/nationalsafetylaws.htm>
- [http://www.education.vic.gov.au/ecsmanagement/mch/childhealthrecord/childhealth/transport\\_safety.htm](http://www.education.vic.gov.au/ecsmanagement/mch/childhealthrecord/childhealth/transport_safety.htm)
- <http://www.education.vic.gov.au/aboutschool/lifeatschool/bussafety.htm>