Day Excursions
POLICY

Rationale
The school’s excursion program enables students to further their learning and social skills development in a non-school setting. Day 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
- Day excursions are defined for the purpose of this policy as any organised and supervised school activity that requires students to venture beyond the school boundary.
- The Principal is responsible for the approval of all non-adventure single-day excursions other than those that must approved by the 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 vacations and adventure activities.
- A designated ‘Teacher in Charge’ will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet with the Principal to discuss the proposed activity and seek ‘in principle’ support for the event.
- When organising a day excursion consideration must be given to the following:
  * What is the purpose of the excursion and its connection to student learning?
  * Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
  * Is an appropriately trained member of staff able to provide first aid?
  * Do any supervisory adults, who are not registered teachers, require a Working with Children Check?
  * Is the location of staff and students throughout the excursion, including during travel, known?
  * Is a record of telephone contacts for supervising excursion staff available?
  * Is a record of the names and family contacts for all students and staff available?
  * Are copies of the Permission and Confidential Medical Information forms for those students on the excursion available?
- If approved, the online Notification of School Activity form must be submitted three weeks prior to the activity if required (required if country schools are travelling beyond the local town, rural
schools travelling beyond the local area and metropolitan schools travelling beyond the greater metropolitan area).

- When travelling outside of the local area, School Council recommends that students only travel on buses fitted with seatbelts.

- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day 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.

- 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.

- 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.

- Classroom teachers will be given the first option to attend excursions.

- The school will provide a first-aid kit for all day excursions and all teachers are expected to carry a working mobile phone with them.

- Copies of completed Permission forms and signed Confidential Medical Information forms must be carried by excursion staff at all times.

- A senior staff member will be in attendance at school whilst students 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 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 (e.g. bus licence, first aid etc.);
  2. The need to include both male and female parents; and
  3. The special needs of particular students.

- Parents selected to assist with day excursions may be required to pay their excursion costs.

- 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.

References

- Victorian Government Schools Reference Guide

Evaluation

This policy will be reviewed every three (3) years or as deemed necessary.