

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.

Implementation:

- An excursion is defined as any activity beyond the school grounds.
- School Council must approve all excursions. School Council will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements. All excursions and incursions must have a direct link to current curriculum being studied by students. Connections to the Vels/AusVels standards must be made.
- 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. 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 1 calendar week before the departure 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.
- 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 "Notification of School Activity" form will be completed and forwarded to the DEECD (if required) three weeks prior to the excursion departure date.
- 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 (where necessary) 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.
- 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 the anticipated return time.
- 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 at least three weeks prior to the departure date. Information presented to the School Council will include: -
 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 costs.
 4. Venue details and an itinerary of events.
 5. Procedures followed to ensure the safety of the children.
- The above information will be provided to the Principal at least a week before the School Council meeting date.

Evaluation:

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

Excursion/Incursion Application

Extra-curricular activities applications must be tabled at Leadership four weeks before the date of the activity including a list of attending students.

- One calendar week for approval and development of permissions slips
- Two calendar weeks for parents to make payment and return permission slips
- All forms and money must be returned to college one calendar week prior to the extra-curricular activity. If parents are experiencing hardship, special considerations can be made.
- Extra-curricular activities involving whole year levels, or classes require 85% of students to have paid and returned their permission forms for the activity to go ahead.

Important information: All extra-curricular activities such as camps and adventure excursions (e.g. beach days) must be approved by School Council. Subsidised excursions/incursions must also be approved by School Council. School Council meetings are included on the college calendar.

| | |
|---|--|
| Date of Application: | |
| Name of activity: | |
| Type of activity: | |
| Date: | |
| House/Faculty: | |
| Year Level: | |
| Person responsible for organisation: | |
| Staff involved: | |
| Departure time: | |
| Expected time of return: | |
| Venue & address: | |
| Date permission form out: | |
| Date permission form in: (two weeks after they have gone out to parents) | |

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|--|
| Expected Learning (what will students understand as a result of their participation in this activity?) |
| |
| VELS connections |
| Reflection |
| |

Costs

| | GST | Total |
|---|-----|-------|
| Activity | | |
| Venue | | |
| Transport contact the following for quotes for busses: Grendas Claire.Ginger@greda.com.au Cranbourne Transit Tom@cranbournetransit.com.au | | |
| CRT replacement for staff attending (\$280 per day) | | |
| Food | | |
| Total Cost Calculated using 85% of students attending | | |

| | | |
|---|--|--|
| Total amount to be charged to students | | |
|---|--|--|

Please note GST is not passed onto the students unless there is a food component

Administration

| Leadership Team Approval | |
|---|-----------|
| Yes | No |
| Subject to 85% of students returning their permission forms and payment for incursions/excursions to proceed. | Reason... |

Charge name:

Code:

For more information please refer to the following website:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

Checklist for Completion

| Completed | Task |
|------------------|---|
| | Email completed extra-curricular application form to a PCO including a list of attending students |
| | The person responsible for the organisation of the activity must give a copy of the approval form to Debbie Douglass (Business Manager) and a list of students who will be attending |
| | A list of students and teachers expected to attend the activity must also be given Garry for daily organisation. |
| | Rebecca Greig will generate a parent permission form |
| | The person responsible for the organisation of the activity must generate a cover letter for parents that includes the expected learning, details of the activity and follow up learning |
| | The person responsible for the organisation of the activity ensures that the cover letter is given to a Principal Class Officer for approval |
| | Date permission form out: |
| | Date permission form in: (two weeks after they have gone out to parents) |
| | One week prior to the activity work with Garry to organise staffing/covering classes |
| | On the day of the excursion a list of students who are in attendance must be sent to the office |
| | It is a legal requirement for teachers to take the permission slips with them on all excursions |
| | If students are involved in an activity outside the college, the teacher responsible for the excursion must ensure that students' medication, epi-pens etc and a first aid kits are all collected from the office |