

Excursion

POLICY

Rationale:

Kingswood Primary School's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions are important and complement the educational programs available to students.

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.
- Establish the criteria and approval process for parents or guardians who attend an excursion.

Implementation:

- An excursion is defined as any activity beyond the school grounds.
- Excursions will be planned and coordinated in advance by the designated 'Teacher in Charge'.
- 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, may discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements can be made by the Principal on a case-by-case basis.
- Families should be given notice of excursions in writing and sufficient time to make payments for excursions. Payment is required by the due date.
- Classroom teachers and DEECD administration employees are responsible for managing and monitoring the payments made by parents and appropriate records shall be maintained.
- Prior to any child attending an excursion, parents/guardians must provide the school a signed permission form.
- The Teacher in Charge shall ensure that each excursion, transport arrangements and activities comply with DEECD guidelines.
- Students are required to wear uniform unless otherwise advised.
- Where practicable the online DEECD 'Notification of School Activity' information will be completed three weeks in advance of the event unless where scheduling of events are beyond the control of school :

www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp

- The school must provide an appropriate capacity first-aid kit for each excursion.
- A DEECD employee nominated by the Principal shall be in attendance at school while children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with the nominee in regard to the anticipated return time.
- Parents or guardians of children involved in excursions may be invited to assist with an excursion. When deciding on which parent or guardian will attend, the teacher in charge will consider –
 - Parents with current Working With Children Check;
 - Relevant skills of each parent or guardian. eg. bus licence, first aid etc;
 - The balance of both male and female parents;
 - The ability to assist a broad range of students;
 - The special needs of particular students;
- Parents/guardians selected to participate on an excursion may be required to pay any associated costs.
- Where parents/guardians are involved in transportation of students to/from an excursion, the permission form must indicate the name/s of driver, their registration details and comprehensive insurance details. No student is permitted to travel alone with an adult other than his/her parent or guardian.
- Appropriate alternative arrangements will be made for students not attending the excursion.
- Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor or inappropriate behaviour. The decision to exclude a student will be made by the Principal in consultation with the classroom teacher or teacher in charge and parent.

- Each excursion requires the written approval of the Principal. Information presented to the Principal will include: -
 - The educational aims and objectives of the excursion.
 - The names of all adults attending and their expertise and experience.
 - Travel arrangements and costs.
 - Venue details and an itinerary of events.
 - Risk analysis and procedures followed to ensure the safety of the children.

Related Policies:

- Camping
- Social Media

References

- [Vic Govt Schools Reference Guide](#)

Evaluation:

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

This policy was last ratified by School Council in....

November 2013

