## RATIONALE

An excursion is defined as any activity beyond the school grounds.

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

* 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 will be given notice of excursions via Compass and sufficient time to make payments.
* All payments and permissions are required by the due date.
* Teachers and DEECD administration employees are responsible for managing and monitoring the payments made by parents and appropriate records shall be maintained via Compass.
* 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](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)
* The school must provide an appropriate capacity first-aid kit for each excursion.
* All students must have a completed medical Form via Care Monkey or provide the school with completed form 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;
  + Parents who have attended the Parent Helper Training provided at school o Relevant skills of each parent or guardian. eg. bus licence, first aid etc;
  + The ability to assist a broad range of students; o The special needs of particular students;
* Parents/guardians selected to participate on an excursion may be required to pay any associated costs.
* Parents/guardians will not transfer students to or from excursions other than their parents.
* All students not attending the excursion are expected to attend school where appropriate alternative arrangements will be made.
* 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 approval of the Principal Class using the Excursion Protocols Information presented to the Principal Class will include: -
  + The educational purpose
  + The names of all teachers and support staff attending o Travel arrangements and costs.
  + Venue details and an overview of events.
  + Risk analysis and procedures followed to ensure the safety of the children.

## Related Policies:

* Camping
* Social Media
* First Aid
* Anaphylaxis

## REFERENCES

* [Vic Govt Schools Reference Guide](http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/environment/4-4.pdf)

## EVALUATION

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

## Review completed November 2017

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| **Version** | **Edited By / Comments** | **Next Review** |
| NOV 2013 | Curriculum Sub-Committee | NOV 2016 |
| NOV 2016 | Curriculum Sub-Committee | June 2019 |
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