



# Carrum Primary School 3385

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## **Excursion Policy**

### **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.
- The schedule of Excursions, including costs, will be distributed on a regular basis.
- Students will not be excluded from Excursions 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 before the departure date will not be allowed to attend unless alternative payment arrangements have been 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.
- Each Excursion will be co-ordinated by a designated 'Teacher in Charge'.
- Prior to any child attending an Excursion, parents/guardians must have provided to the school a signed permission form, a signed Medical Information 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.
- Classroom teachers will be given the first option to attend Excursions.
- The school will provide a mobile phone and a first-aid kit for all Excursions.
- Copies of completed Permission forms, and signed Medical Information 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.
- 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 – compliance with the current 'Working with Children' legislation.
  - Any valuable skills the parents have to offer. eg.bus licence, first aid etc.

- The need to include both male and female parents.
- The special needs of particular students.
- Parents selected to assist with an Excursion may be required to pay costs associated with the Excursion.
- Only children who have displayed sensible, reliable behaviour at school will be invited to attend the excursion program. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.

**Evaluation:**

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

**This policy was ratified by School Council on 16/05/2017  
Due for review May 2020**