

EXCURSIONS/INCURSIONS POLICY

Rationale:

- The school's excursion/incursion 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.
- For the purpose of this policy, an incursion is defined as an activity that involves school visitors who provide a performance or service for the students for a fee.
- The School Principal as the delegate of the Board of Directors must approve all excursions/incursions.
- Organising teachers must present a 'Camp and Excursion/Incursion Proposal Form' to the School Principal a reasonable time before the date for approval.
- With the Camp and Excursion/Incursion Proposal Form organising teachers must also present a "Risk Management Assessment Form", including control and incident management strategies, for all necessary transport, accommodation and activities.
- The School Principal and staff will ensure that all excursions are maintained at a reasonable and affordable cost, and are thoroughly planned and conducted.
- Students will not be excluded from excursions/incursions 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 Finance and Administration Manager. Decisions relating to alternative payment arrangements will be made by the Finance and Administration Manager on a case-by-case basis.
- A small amount of funds will be available to assist families experiencing financial difficulty.
- All families will be provided with all excursion/incursion details and will be given sufficient time to make payments for excursions and to return permission slips. Excursion costs will be added to student's fees if alternative payment arrangements have not been organised with the Finance and Administration Manager. Children whose permission slips have not been received before the departure date will be unable to attend.

- All excursion/incursion costs are based on the number of students in the classes attending the excursion therefore all students, whether or not they participate, will be required to contribute to the costs
- 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.
- 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.
- An appropriately designated 'Teacher in Charge' will coordinate each excursion.
- At least one staff member will be in possession of an adequate first aid kit, a mobile phone, and a copy of the student medical information summary sheet. A vehicle will be available or within close proximity at all times.
- Classroom teachers will be given the first option to attend excursions/incursions.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- 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 all other excursions may be invited to assist in the delivery of excursions/incursions. When deciding on which parents will attend, the Teacher in Charge will take into account -
 - 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/incursion may be required to pay costs associated with the excursion.
- 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 School Principal, in consultation with the classroom teacher and the Teacher in Charge.
- Excursions will be postponed or cancelled if the weather, conditions or other factors create potential risks.
- Regional events/championships with North Coast Independent Schools Sports Association are classed as excursions and not class sport. Therefore parents are to cover the costs of these excursions.
- 2 class teachers to go on NCIS excursions with 1 casual being booked in to cover the remaining group of year's 3-6

Evaluation:

- This policy will be reviewed by the Board of Directors annually.

Ratified by the Management Team in....

Reviewed by staff (no changes)

Ratified by the Board of Directors in

Ratified by Board of Directors

November 2005

April 2008

May 2014

February 2015