



# Excursion Policy

## **Rationale**

Excursions extend learning opportunities beyond the classroom. Students develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world. An excursion is defined as any activity beyond the school grounds.

## **Local and Major Excursions**

Excursions that take place within walking distance of the school will be regarded as local excursions while those excursions that require transport, bus, car etc will be classified as major excursions.

## **Excursion Notification and Approval**

All excursions must be approved by the Principal, parents and school council.

Permission will be sought at the beginning of each school year for all local excursions and parents will be notified in the newsletter or by a separate note to parents/ guardians.

All major excursions and those outside school hours require specific School Council approval and this will be minuted. Parent permission in the form of a signed note is necessary for major excursions.

Parents will be asked to attend excursions to provide help and support if needed.

All endeavours will be made to avoid excluding students simply for financial reasons. The school will ensure that all families are given sufficient time to make payments for excursions.

Students are personally responsible for any valuable items that they take on an excursion.

## **Transport**

Where transport is required public transport will be used if possible and affordable. If necessary private transport provided by parents and teachers will be used.

## **Safety**

Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

Be aware that excursions outside the school require the teacher to fully comply with DET guidelines and bring with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.

Be aware that excursion activities require the teacher to ensure that the venue and transport adhere to DET guidelines.

Be aware that school policy is for students to be counted on and off transport and at other times on a regular basis whilst on excursion activities.

The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. A copy of this material will also be kept at school.

Arrangements will be made with parents for students not attending excursions.

The teacher in charge or designated teacher of an excursion will carry a mobile phone and a first aid kit.

If the return time from an excursion is delayed parents will be contacted.

If crossing roads students are to use designated crossing points.

All staff must follow the DET guidelines when organising an excursion or incursion.

The online DET 'Notification of School Activity' proforma must be completed for excursions.

<https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp>

Endorsed by Newcomb Park Primary School Council August 2017