Scoresby Primary School

Excursions Policy

Overview
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.

Guidelines for Implementation
• An excursion is defined as any activity beyond the school grounds.
• All excursions must be approved by the Principal.
• Every effort will be made by the school to support families experiencing difficulties meeting the costs of an excursion. Families may approach the Principal to discuss alternative excursion payment arrangements. 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. For some excursions (eg. swimming) payment plans will be offered. Unless alternative payment arrangements have been organised with the Principal, children whose payments have not been finalised by the close of business on the day prior to the excursion will be unable to attend the excursion.
• Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records listing received payments three days prior to the excursion. Classroom teachers will then be responsible for following up with parents from whom payment has not yet been received and reminding them of the excursion payment policy.
• Each excursion will be coordinated by a designated ‘Teacher in Charge’.
• The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DEECD guidelines.
• The Teacher in Charge of each excursion will complete the “Budget Details” form prior to collection of moneys.
• All staff involved will follow the Incursion/Excursion/Camp Fee Collection Procedure as directed by the Office.
• Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission/medical form, including contact telephone number for the date/s of the excursion. 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. If alternative payment arrangements have been organised, teachers must ensure that a permission form for the child attending the excursion is returned prior to the day of the excursion.
• Excursions will be staffed by classroom teachers and relevant aides.
• Parent helpers will be issued with an ID badge which will be returned at the end of the excursion.
• Staff will ensure they carry a mobile phone and a first aid kit for all excursions.
• Copies of completed Permission/Medical forms and contact telephone numbers must be carried by excursion staff at all times with the appropriate lists of names and contact numbers and the location of any students not going on the excursion being left at the Office prior to departure.
• 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:
  1. Any valuable skills the parents have to offer (eg. knowledge of topic, first aid, etc.)
  2. The need to include both male and female parents.
  3. The special needs of particular students.
• It is possible for a child to be excluded from attending an excursion if it is believed their behaviour is a danger to others. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.

Approved: August 2010
To be Reviewed: 2013