

# Tuggerah Public School



## *Excursion Policy*

*Last amended: March 2018*

### **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 Principal must approve all excursions. In doing so, the principal will determine a schedule of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all Department of Education requirements.
- The schedule of excursions, including costs, will be distributed on a needs basis.
- 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.
- A non-refundable deposit will be paid by Parents when securing a place for their child on a major excursion.
- All families will be given sufficient time to make payments for excursions. Parents will be notified before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised by the final payment date stated on the Excursion Notes will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Monies will not be able to be reimbursed unless extenuating circumstances such as hospitalisation, illness with a medical certificate etc.
- Monies cannot be reimbursed once the excursion is finalised if the student decides not to attend.
- Parents will be encouraged to obtain their own Travel Insurance in case of emergencies.
- 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.
- A designated 'Teacher in Charge' will coordinate each excursion.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information Approved Excursions" form, and must have paid all 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.



This policy was last updated in: August 2017.

- The designated Teacher in Charge of each excursion will visit the venue, if applicable, prior to the event and complete a risk analysis report or obtain the Risk Assessments from the venue.
- The Teacher in Charge will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education guidelines.
- Classroom teachers will be given the first option to attend excursions.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all excursions.
- Copies of completed Permission forms, and signed “Confidential Medical Information for Approved Excursions” 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 –
  1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
  2. The need to include both male and female parents.
  3. 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 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 Principal, in consultation with the classroom teacher and the Teacher in Charge.
- All excursions require Principal approval. Information presented to the Principal will include: -
  1. The educational aims and objectives of the excursion.
  2. The names of all adults attending and their expertise and experience.
  3. Travel arrangements and costs.
  4. Venue details and an itinerary of events.
  5. Risk analysis and procedures followed to ensure the safety of the children.

**Evaluation:**

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

