



## EXCURSIONS & INCURSIONS POLICY

### Rationale:

Excursions and incursions are an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development. Excursions complement and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds. An incursion is an activity that involves school visitors who provide a performance, lesson or service for students.

### Aims:

- To reinforce, complement and extend the 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.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life skills.
- To extend understanding of the physical and cultural environment.

## Implementation

### GUIDELINES FOR ACTION

Excursions are planned in teams to coincide offered in addition to the standard curriculum and range from activities such as visits to the museum to interviewing people in the local community.

All incursions/excursions must receive Leadership Committee approval prior (four weeks) to being booked. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run unless there are special circumstances. This decision will be made by the Principal or their nominee(s). The Principal or their nominee(s) will consider the educational outcome of the excursion as well as the impact on the school on the proposed date.

All incursions and excursions are self-funded; they are costed so that the money raised through the excursion levy/parent payments will cover the cost of running the incursion or excursion. Costings, including CRT coverage are factored in. The Business Manager will assist in calculating costs per student. An event proposal should then be completed and submitted to the Assistant Principal (AP) or Principal for leadership consideration (available within the AP memo weekly).

Once approved a permission note must be written and lodged with the AP or Principal for approval before circulation. All students attending must have a completed permission slip signed by parent/guardian to enable a child to participate.

All excursions must be lodged on the School Activity Locator website for the Department of Education and Training (DET) prior to the event. <https://partner.eduweb.vic.gov.au/sites/sal#/>. The organising staff

member must pass on relevant details (including changes to the timetable and yard duty swaps) to the Assistant Principal to be included in the daily organisation.

At Moonee Ponds Primary School many parents choose to pay an Excursion Levy of \$100 at the beginning of the year. This levy is payment in advance for curriculum incursions and excursions. It includes attendance at whole school sporting events.

Teachers must ensure that students with medical plans take their medication and plans with them on excursions.

### **EXPECTATIONS**

- The Department's requirements and guidelines will be observed in the conduct of all excursions, including those relating to preparation and safety.
- The principal or their nominee will ensure that full records are maintained regarding the excursion.
- The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- Prior to conducting an excursion, the approval of the School Council or the principal will be obtained (if required). Council must approve overnight or adventure activities. The Principal must approve these and other activities.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an excursion.
- The emergency management process of the school will extend to and incorporate all camps and excursions.

### **PROGRAM**

Prior to conducting an excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed. Consideration in planning will include:

- [Safety, Emergency & Risk Management](#) including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

The principal or their nominee will ensure that full records are submitted to School Council regarding the excursion well in advance of the starting date of the event and that no excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any excursion, the formal approval of the principal will be obtained. In approving an excursion or incursion consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue

- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Students not attending an excursion/incursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the excursion parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

#### **Arrangements for payments**

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion/incursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions/incursions. Parents will be provided with permission forms and excursion/incursion information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the excursion/incursion will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

#### **Teacher Responsibilities:**

- A designated "Teacher in Charge" will coordinate each excursion/incursion.
- In the case where an excursion/incursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the excursion/incursion. Students not attending the incursion will be provided with suitable alternative activities.
- All students must have returned a signed permission note and payment to be able to attend the excursion/incursion.
- Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the incursion. A copy of this list should be posted on the school intranet and daily organisation noticeboard.
- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion that they can phone the office to receive an updated anticipated return time.
- Parents may be invited to assist in the delivery of excursions. Parents will be briefed regarding their role and expectations as a volunteer.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions/incursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion/incursion due to poor behaviour at school. The decision to exclude a student

will be made by the Principal or Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion/incursion.

- Disciplinary measures apply to students on excursions consistent with the Student Engagement policy. In extreme cases the excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during an excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the excursion
- of the anticipated time that the student will arrive back at school
- of any costs associated with the student's return which will be the responsibility of the parents/carers

The school's emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme weather, fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In this event Risk Assessment documentation must be completed prior to approval.**

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

#### **DUTY OF CARE:**

- 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 excursion/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 excursion/incursions require the teacher to fully comply with DET guidelines and brings 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/incursions require the teacher to ensure that the venue adheres to DET guidelines.
- Be aware that school policy is for students to be counted on a regular basis whilst participating in the incursion.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

The Key Links which are connected with this policy are sourced through: [DET Excursion Policy](#)

#### **References:**

DET Guidelines: Staffing and Supervision	<a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx</a>
DET Guidelines: Excursion and Activities	<a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx</a>

**Appendices:**

- Appendix A: Event Proposal – requiring approval from the Principal /Leadership
- Appendix B: Camp/Excursion notice template

**Evaluation:**

This policy will be evaluated on a 4 year review cycle.

**Key Person responsible for development Excursions and Incursions Policy:** Principal

This policy was last ratified by School Council in....	<b>November 2018</b>	
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# MPPS Activity & Excursion Planning Checklist

An excursion or activity organised where students are engaged in educational activities (including camps and sport) on or off the school site – these **must** have approval by the school admin team. **Please hand this checklist and other relevant documents to Matt/ Bec TWO WEEKS before you require notes to go out to families. Recommended to complete electronically.**

Item	Checklist item detail / Information	Organiser to complete or tick for each item
1.	Name of organising staff member	
2.	Planning information – Click link to read a) <a href="#">Venue selection</a> b) <a href="#">Safety &amp; Risk Management</a> c) <a href="#">Staffing &amp; Supervision</a> d) <a href="#">MPPS Parent Payments Policy</a>	Tick ✓ that you have read & understood a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/> d) <input type="checkbox"/>
3.	Excursion details a) Activity Title b) Date & Time c) Incursion / Excursion d) Location e) Year level/s attending f) Projected Cost /child & funded how g) Balance of PLT excursion levy/child h) Number of Students attending i) Number of adults attending (20:1 ratio) j) Transport k) First aid consideration	Enter specific details. a) b) c) d) e) f) g) h) i) j) k)
4.	Special needs considered	<input type="checkbox"/> Y Detail overleaf only if required
5.	Student behaviour considerations	<input type="checkbox"/> Y Detail overleaf only if required
6.	PLT leader approval – signature/date required	
7.	Name of staff member in charge	
8.	Relevance to curriculum	<input type="checkbox"/> Y Attach/Detail overleaf
9.	Draft note attached a) Template used b) Date notes to be handed out <b>Nb: Permission <u>not</u> required for incursions</b>	a) <input type="checkbox"/> Y b) <input type="checkbox"/> Y
10.	Date planning checklist handed to Matt This <b>MUST</b> be at least TWO week before notes to go out.	
<b>APPROVAL SECTION - Principal to complete</b> YES <input type="checkbox"/> * → GO TO 11. and complete NO <input type="checkbox"/> → RECOMMENDATIONS – return to Principal for APPROVAL *Once approved the original checklist with colour copy paper will be placed in your pigeon hole.		<b>RECOMMENDATIONS</b>    
11.	To complete excursion planning please complete in order: a) <input type="checkbox"/> Meet with Business Manager to complete cost/payment form b) <input type="checkbox"/> Purchase order written up – nb: seek invoices asap (poss after event) c) <input type="checkbox"/> <a href="#">Complete SAL</a> online (Edumail U & P req) – email Principal a copy d) <input type="checkbox"/> Update and make copies of the note e) <input type="checkbox"/> Make a hard coloured copy available to Principal ( <b>who will add copy to admin</b> )	

- |    |                          |  |
|----|--------------------------|--|
| f) | <input type="checkbox"/> | Add the activity to the Teachers Drive → Camps & Excursions → Choose year        |
| g) | <input type="checkbox"/> | Add activity to staffroom whiteboard term calendar (Kaye adds to email calendar) |
| h) | <input type="checkbox"/> | Distribute notes to families   |
| i) | <input type="checkbox"/> | Give completed checklist to Business Manager for filing.                         |

Updated 27/01/2017

**IMPORTANT**- Attendance sheets (students, teachers & parents), non-attending students (which classes they are attending), mobile phone numbers on the event and a detailed plan of the excursion (including travel routes, name of bus company, address and contact details of destinations, student medical details- anaphylaxis, asthma, etc) must be provided to Matt two days before you leave.

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DETAILS/NOTES:

Appendix B



Moonee Ponds Primary School  
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CAMP/EXCURSION NOTICE

EXCURSION NAME:

GRADE/S:

Date sent home:

Dear Parents

An excursion for your child has been arranged to:

on:

cost:

The students will be travelling by:

If travel is in private car the driver is:

registration is:

The students will leave school at :

and return at :

The purpose of this excursion is:

Your child will need the following on this day (including asthma medication if used at any time).

Teacher/teachers in charge:

Principal Signature: \_\_\_\_\_





# Moonee Ponds Primary School

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## PERMISSION AND PAYMENT SLIP

EXCURSION NAME:

DATE:

This form must be returned with payment and Parental / Guardian signature

I (please print) \_\_\_\_\_ permit my son/daughter \_\_\_\_\_  
(Parent/Guardian Name) (student name)  
of \_\_\_\_\_ to travel to and attend the above named excursion as a member of the school  
(class)  
excursion party.

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
- Administer such first-aid as the teacher in charge may judge to be reasonably necessary.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_  
(Parent/Guardian)

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PLEASE USE THE OPTIONS BELOW TO INDICATE YOUR METHOD OF PAYMENT:

\$ _____
CASH <input type="checkbox"/>
CHEQUE <input type="checkbox"/>
EXCURSION LEVY <input type="checkbox"/>
BPay* <input type="checkbox"/>
CSEF <input type="checkbox"/> camps, sports, excursion fund

(print clearly)
PLEASE CHARGE THE AMOUNT OF \$ _____ TO MY:
MASTERCARD <input type="checkbox"/> OR VISA <input type="checkbox"/>
My full card number is: _____
Expiry date: _____
Cardholder's Name: _____
Signature of Cardholder: _____

\* Please email the school at [moonee.ponds.ps@edumail.vic.gov.au](mailto:moonee.ponds.ps@edumail.vic.gov.au) for the attention of the Business Manager quoting the date paid, amount being paid, the name of the activity and the name of the student for whom the payment relates to.

NAME OF STUDENT/S: \_\_\_\_\_ EXCURSION: \_\_\_\_\_