



EXCURSIONS & INCURSIONS POLICY

Rationale:

Excursions and incursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. 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 survival skills.
- To extend understanding of their physical and cultural environment.

Implementation

GUIDELINES FOR ACTION

Excursions are planned in teams to coincide with class activities and range from 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 special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or his nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for 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 AP or Principal for leadership consideration (available with the AP memo weekly).

Once approved a permission note must be written and lodged with 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. <http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp> . 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 relating to preparation and safety will be observed in the conduct of all excursions.
- The principal or their nominee will ensure that full records are maintained regarding the camp/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 a camp or excursion, the approval of the School Council or the principal will be obtained. 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 camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

PROGRAM

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should 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 camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, 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 a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the camp or 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, 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. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

Teacher Responsibilities:

- A designated "Teacher in Charge" will coordinate each excursion.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the school intranet and daily bulletin.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the

excursion. 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 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.
- 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 also be posted on the staff noticeboard and on the intranet.
- Students not attending the incursion will be provided with suitable alternative activities.
- Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Well Being and Restorative Practices policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or 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 camp or excursion
- of the anticipated time that the student will arrive home
- 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 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 any event Risk Assessment documentation must be completed prior to approval. See Appendix E.**

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

DUTY OF CARE: Incursions

- 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 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 incursions require the teacher to ensure that the venue adheres to DET guidelines.
- Be aware that school policy is for students to be counted and at other times 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	http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx
DET Guidelines: Excursion and Activities	http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx

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 3 year review cycle.

Key Person responsible for development Excursions and Incursions Policy: Principal

This policy was last ratified by School Council in....	JUNE 2015	
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Appendix A

Event Proposal

Event Being Proposed	Time and Date	Classes involved	Teachers Involved	Any Changes Required
Include a detailed description of the event (including the educational benefits), transport arrangements		Please include splits if needed.	Check availability (will a teacher attending affect the timetable or another class) and teacher to student ratios	Teachers are expected to swap Yard duty if needed. For incursions please check for classroom clashes.

All excursions must be passed by leadership at least one month before the event.

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.**



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

respect • optimism • care • collaboration

PERMISSION AND PAYMENT SLIP

EXCURSION NAME:

DATE:

Cost:

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)

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

<p>\$ _____</p> <p>CASH <input type="checkbox"/></p> <p>CHEQUE <input type="checkbox"/></p> <p>EXCURSION LEVY <input type="checkbox"/></p> <p>BPay <input type="checkbox"/></p>	<p style="text-align: center;">(print clearly)</p> <p>PLEASE CHARGE THE AMOUNT OF \$ _____ TO MY:</p> <p style="text-align: center;">MASTERCARD <input type="checkbox"/> OR VISA <input type="checkbox"/></p> <p>My full card number is: _____</p> <p>Expiry date: _____</p> <p>Cardholder's Name: _____</p> <p>Signature of Cardholder: _____</p>
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NAME OF STUDENT/S: _____ EXCURSION: _____