



## EXCURSIONS/IN-SCHOOL VISITS

Approved by School Council:

If you need help to understand the information in this policy, please contact the school on 9547 1224



### PURPOSE

Through participation in excursions and in-school visits students will:

- reinforce, complement and extend learning opportunities beyond the classroom
- develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the real world

### GUIDELINES

- The Principal and School Council must approve all camps, excursions and in-school visits, ensuring that they are maintained at an affordable cost
- Excursions/in-school visits must strictly adhere to DET procedures and regulations
- Excursions/in-school visits will be linked to inquiry units and complement classroom programs
- Excursions and in-school visits will be spread throughout the year with a minimum of two excursions to be scheduled in Terms 2 and 3
- Permission is to be sought from the Principal to plan an excursion outside of Terms 2 and 3
- An adequate number of staff must be available to meet the required teacher/child ratio
- Planned excursions and in-school visits must not exceed the designated cost set out for the year
- Parent notices are to be distributed a minimum of 1 month prior to any paid excursion or in-school visit
- Approved excursions must be entered on the DET online Student Locator three weeks prior to the excursions
- A risk assessment must be completed for each excursion and uploaded to Google three weeks prior to the excursion
- An evaluation form is to be completed following each excursion and is uploaded to Google to provide information for the following years
- Students should not participate in the same excursion twice throughout their primary school years

### IMPLEMENTATION

- School Council must approve, in principle, all excursions and in-school visits at least 30 days prior to the planned date, except in special circumstances eg. start of year, impromptu activities, where majority approval of parent School Councillors is required with School Council ratification at next meeting.
- Prior to final approval School Council must be provided with information in line with DET requirements
- Schedule of excursions and in-school visits will be published in the newsletter
- It is school policy that all students participate in excursions and in-school visits
- Parents experiencing financial difficulty will be encouraged to discuss their situation with the principal where decisions relating to alternate payment arrangements will be made on a case-by-case basis
- Office staff will be responsible for managing and monitoring parent payments
- A designated teacher-in-charge will coordinate each excursion and/or in-school visit to ensure that all arrangements comply with DET guidelines
- Prior to any child attending an excursion, parent/guardians must have provided a signed permission form that includes medical permission and contact details. Teaching staff must take these permission slips on the excursion
- Under special circumstances, permission may be given by the Principal or his/her nominee
- Information must 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
- Experienced staff must be assigned to every bus, groups, etc.
- Parent helpers on excursion/in-school visits must be approved by School Council for insurance purposes
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion
- Each year, approval will be sought from School Council for the Principal, Assistant Principal, First Aid Coordinator and identified staff to transport students with parent permission
- All staff approved to transport students in their cars must hold a current driving licence and have their cars comprehensively insured. In the event of an accident, staff are responsible for all costs incurred
- Excursion and in-school visits must:
  - be costed to cover all expenses incurred
  - provide educational experiences outside those provided by most families
  - include pre-excursion and follow-up activities to maximise student learning
  - utilise free/minimum cost opportunities which broaden children's understanding
- Major activities must be evaluated by students and/or teachers

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Induction processes
- Staff handbook/manual
- Staff briefings/meetings as required
- Newsletters
- Hard copy from school administration upon request

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	June 2020
Approved by	School Council
Next scheduled review date	June 2022