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.

AIM
• 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 is responsible for the approval of all day excursions.
• A designated ‘Teacher in Charge’ will coordinate each day excursion.
• Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must speak with the principal about the details of the proposed excursion. These details will include:
  • What is the purpose of the excursion and its connection to student learning?
  • Is an appropriately trained member of staff able to provide first aid?
  • Have supervisory adults who are not registered teachers completed a Working with Children Check?
  • Is a record of the names and family contacts for all students and staff available?
  • Are copies of the parental consent and confidential medical advice forms for those students on the excursion completed?
• If approved, the online Notification of School Activity form needs to be submitted three weeks prior to the activity if required. (required if metropolitan schools travel beyond the greater metropolitan area)
• School Council prefers that students only travel on buses fitted with seatbelts if available.
• The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
• All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day excursion, will be required to discuss their individual situation with the Principal prior to the due date for payments. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
• Parents/carers will be given at least 3 weeks’ notice prior to payment being due for excursions in most cases. Any exemptions being decided upon by the Principal. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal may not be eligible to attend.
• Excursion notices and forms will be sent out through Tiqbiz unless it is impractical to do so. Permission slips should be signed using Tiqbiz.
• Classroom Teachers and Office staff will be responsible for managing and monitoring the payments made by parents.
• 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.

• The school will take a first-aid kit for all day excursions.

• The teacher in charge of the excursion must ensure a mobile phone accompanies each trip and a contact number is provided to the office.

• 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 may be invited to participate in 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 preference to include both male and female parents.
  3. The special needs of particular students.

• Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day 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 Teacher in Charge.

• The primary references that must be consulted when considering all excursions is the School Policy and Advisory Guide website: 

• On Code Red bushfire danger days, excursions will be cancelled.

**EVALUATION**
This policy will be reviewed as part of the schools multi year review cycle.

<table>
<thead>
<tr>
<th>This policy was ratified by School Council on 27th July 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>This policy is due for review in 2017</td>
</tr>
</tbody>
</table>