EXCURSION/INCURSION POLICY

Rationale:

• The school’s excursion program enables students to further their learning and social skills development in a non-school setting. Excursions and incursions complement, and are an important aspect of, the educational programs offered at our school.
• The principal has responsibility for the approval of all excursions and incursions. In his/her absence the assistant principal assumes this responsibility.
• For the purposes of this policy, an excursion is defined as an activity organised by a school whereby students leave the school grounds for the purpose of engaging in educational activities.

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 incursion is defined as any additional educational activity planned beyond the classroom but within the school grounds. This generally involves the booking of people with special expertise that can enrich the learning of students.
• Before proceeding, all excursions and incursions must be approved by the principal, or in his/her absence, the assistant principal. The principal, in consultation with the teaching staff and business manager, will ensure that all excursions/incursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements. (Teachers planning an excursion should consult the DEECD website when planning the program.) The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements, adult to student ratios and excursion activities comply with Department of Education and Early Childhood Development guidelines.
• When determining the cost of an excursion or incursion, the Teacher in Charge will consult the school’s business manager. The business manager will advise and assist on matters relating to the GST component of any charged expenses.
• Students will not be excluded from excursions or incursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to
attend an excursion, will be required to discuss their individual situation with the Principal or Assistant Principal. Decisions relating to alternative payment arrangements will be made by the Principal or Assistant Principal on a case-by-case basis.

- All families will be given sufficient time to make payments for excursions or incursions. Notification of a planned activity should be made to families as early as possible. Final details including the cost per student will be sent home no less than three weeks before the excursion. Parents of children, whose payments have not been finalised at least two weeks before the planned activity, will be contacted by the class teacher in the first instance. Children may not be allowed to attend unless alternative payment arrangements have been organised with the Principal. With regard to excursions, the MPPS excursion proforma advises parents that payment will not be accepted on the day of the excursion due to the need to finalise numbers with the excursion venue and arrangements for the supervision of non-attending students.

- When organising excursions, teachers will use the excursion proformas available from the office or on the school’s website.
- 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.
- Each excursion/incursion will be coordinated by a designated ‘Teacher in Charge’.
- The school will provide a mobile phone and a first-aid kit for all excursions.
- The excursion proforma requires parents to complete two permission forms. Permission forms must be carried by excursion staff at all times. The “Office Copy” duplicate must be left with office staff before 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 and/or Assistant Principal, in consultation with the classroom teacher and the Teacher in Charge. The Principal or Assistant Principal will inform parents at the request of the teacher.
- Parents of any children, who exhibit unsafe behaviour towards themselves or others, will be required to attend the excursion with their child. The Principal or Assistant Principal will notify parents at the request of the teacher.
- Parents and other interested adults will be invited to assist with excursions to comply with DE&T recommendations. When deciding on which parents will attend, the Teacher In Charge will take into account –
  - Any valuable skills the parents have to offer. e.g. bus licence, first aid, expertise with the planned activities etc
  - The need to include both male and female parents.

The excursion planner proforma is to be completed and left with office staff one week before the planned date.