



# EXCURSIONS

## 1.0 Purpose

- 1.1 To provide students with the opportunity for a range of learning experiences outside the school environment.
- 1.2 To supplement and enrich the classroom teaching program through a program of excursions / activities, which will enable students to broaden their horizons.
- 1.3 To foster student confidence, and knowledge of independence in different environments.

## 2.0 Guidelines

- 2.1 An excursion is defined as any activity beyond the school grounds.
- 2.2 All students should have the opportunity to participate in excursions organised for their class / year level.
- 2.3 All excursions must follow Department of Education and Training guidelines as detailed in 'The Schools of the Future Reference Guide – Section 4.4 – 4.6'.
- 2.4 Excursions must be planned to minimise disruptions to sections of the College not involved.
- 2.5 Excursions must be extras neutral unless special circumstances exist. If in lieu classes do not equal the number of extras created then a CRT charge will be included in the costing.
- 2.6 The relevant Assistant Principal must approve excursions after all procedures have been followed. The Assistant Principal will decide priority for excursions.
- 2.7 Planning for activities should take place with as much lead in time as possible with the minimum time being four school weeks before the date.
- 2.8 Excursions should be preceded by relevant introductory activities, and followed by meaningful classroom activities.

## 3.0 Implementation

- 3.1 The 'teacher in charge' will:
  - a) Coordinate the excursion.
  - b) Collect the Excursion Approval, Checklist and Consent Form proforma forms from the Assistant Principal at least four weeks prior to the excursion.
  - c) Complete all sections of the form and, in selecting staff and the day of the excursion, aim to keep the extras created to a minimum.
  - d) Ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and training guidelines.
  - e) Build in a CRT charge into the excursion costs if the number of extras created exceeds the number of in lieu created.
  - f) Return the completed forms to the Assistant Principal for approval.
  - g) Give the consent form proforma to the staff member responsible for processing.
  - h) Provide a copy of the consent form and payment details to the Business Manager.
  - i) Inform staff of the excursion and who will be involved via the Staff Newsletter and provide a list of all students likely to participate to the office at least **fifteen (15) school days** prior to the excursion so a record of payments can be organised.
  - j) Organise for the consent forms to be distributed to students **fifteen (15) school days** prior to the date of the excursion. Parents / guardians need sufficient notice when cost is involved. Even a relatively small amount of money can sometimes affect a tight budget.
  - k) Organise, **five (5) school days** prior to the excursion, a first aid kit from Sick Bay and a mobile phone from the Business manager.
- 3.2 Consent forms and money must be returned to the general office no later than **five (5) school days** before the excursion. A decision will be made, in consultation with the relevant Assistant Principal, as to whether the excursion will proceed.
- 3.3 If the excursion proceeds the teacher in charge will immediately notify the office staff to arrange cheque(s) for payment.
- 3.4 A list of all students participating and not participating must be placed on the staffroom notice board, given to the Assistant Principal and to the office staff **three (3) school days** prior to excursion.
- 3.5 Prior to any child attending an excursion, parents / guardians must have provided to the school a signed permission form and must have paid the costs involved.
- 3.6 On the day of the excursion the teacher in charge must collect the consent forms from the office, a mobile phone from the Business Manager and a small first aid kit from sickbay.

3.7 Upon returning from the excursion the consent forms must be returned to the General office, the mobile phone to the Business Manager and the first aid kit to sickbay.

#### 4.0 Evaluation

4.1 This policy will undergo minor and major evaluation on a regular cycle.

### Timeline

School days prior to excursion	Requirements	Person(s) responsible
20	Collect Excursion Approval, Checklist and Consent form Proforma from relevant Assistant Principal	Teacher in Charge
19		
18		
17		
16		
15	Consent forms distributed to students	Teacher in Charge
14		
13		
12		
11		
10		
9		
8		
7		
6		
5	Consent forms and money paid to office Decision on whether the excursion proceeds or doesn't proceed – Business Manager notified Organise for the following to be available on the day of the excursion: 1. mobile phone 2. first aid kit 3. consent forms	Students  Teacher in Charge  Teacher in Charge
4		
3		
2		
1	<b>Day of the excursion</b> Collect consent forms from the office, the mobile phone from the Business Manager and a first aid kit from sickbay Upon returning to the College return the Mobile phone to the Business Manager or Assistant Principal if not available, return the first aid kit to sickbay and the consent forms to the general office	Teacher in Charge  Teacher in Charge