



Mernda Primary School 0488

EXCURSIONS

DEFINITION

An excursion is defined as any activity beyond the school grounds.

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.

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

- All excursions must be approved by the School Improvement Team. In doing so, the School Improvement Team will determine a schedule of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD procedures and regulations. This approval is sought at a scheduled meeting at least four weeks prior to the departure date. Information presented to the School's Management Team will include: -
 1. The educational aims and objectives of the excursion.
 2. The names of all teachers/adults attending.
 3. Travel arrangements and costs.
 4. Venue details and an itinerary of events.
 5. Procedures followed to ensure the safety of the children.
 6. Prior to the children attending an excursion the teacher in charge must
 - a. Complete the relevant information on the School Activities Locator (SAL).
- Each year level may have a maximum of one excursion per term and at a reasonable cost. Excursions are to be appropriate for the age and experience of students involved. Excursions must have clear links to the curriculum and have appropriate educational outcomes.
- Teams that wish to subsidise an excursion may only do so once per year provided that they have finances available. Principal approval is required to subsidise an excursion.
- The excursion may not be approved if another major event occurs in the same term as the excursion for a particular year level.
- Excursions are to be inclusive. Students will not be excluded from excursions 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. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.

- All families will be given sufficient time to make payments for excursions. Parents will be sent/phoned regarding notices before the excursion date reminding them of the need to either send back the form and or finalise payment. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- 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 will be coordinated by a designated 'Teacher in Charge'.
- 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.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DEECD guidelines. This includes completing checklists and the 'Student Activity Locator' (SAL) and sending a copy to the daily organiser.
- The designated Teacher in Charge will ensure that all staff attending the excursion are familiar with and comply with the Mernda Primary 'Duty of Care' policy.
- Classroom teachers will be given the first option to attend excursions.
- The school will provide a mobile phone and a first-aid kit for all excursions.
- Copies of completed and signed permission forms must be carried by excursion staff at all times and a copy left at the office.
- Parents of children involved in an excursion may be able to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
 - Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 - The need to include both male and female parents
 - The special needs of particular students
 - Space available on the bus.
- Parents who have a 'Working with Children Check' have the opportunity to volunteer for school excursions.
- Only classroom teachers are permitted to take photographs of children on school excursions.
- Only current Mernda Primary students are able to attend excursion or incursions.
- 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, in consultation with the classroom teacher and the Teacher in Charge.
- Unfortunately because we are locked in to the hire of the buses and the cost of events for incursions/excursions we are unable to provide a refund if your child is unable to attend the event.

EVALUATION

This policy will be reviewed as part of the school's three year review cycle.