



Parkhill Primary School Day Excursions / Incursions

PROGRAM LEADER: Gavin Bransgrove
DATE APPROVED: February 2012

RATIONALE

A program of activities that enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

AIMS

1. To encourage the educational, creative, recreational, social, emotional, intellectual and physical development of students.
2. To complement, support and enrich the curriculum.
3. To involve the children in a variety of challenging, interesting and enjoyable activities.

DEFINITION

An **excursion** is an activity organised by the school during which students leave the school grounds to engage in educational activities (including camps, sport, adventure activities and educational activities). **Incursions** are activities that are organised by the school and occur within the school grounds. **Local Excursions** are within the boundaries of Highbury Road, Huntingdale Road, High Street Road & Gardiner's Creek. Examples of such events to be included on the general parent consent form & actual events publicised in the week's leading up to the event/activity. (Examples of Local Excursions may include but not be limited to, Safety Talks at the crossing, Grade 3-4 Fitness Runs etc)

POLICY

- School Council will set an annual excursion levy. This may be paid 'upfront' or 'as-you-go'. The Education Maintenance Allowance may be used to subsidize excursion costs.
- The Excursion / Incursion Program will be supportive of the school's curriculum and costs shall not exceed the allocated excursion levy.
- Excursions and incursions must adhere to DEECD guidelines as provided in the School Policy and Advisory Guide: Student Safety- Excursions and Activities
- Requests for Excursions are to be made on the Parkhill Excursions Application proforma. See **appendix 1**
- The person in charge of each Excursion is responsible for completing the Excursions checklist see **appendix 2**
- School Council must approve all Adventure activities and Overnight Camps.
- The Principal/Assistant Principal is responsible for the approval of all other single-day excursions. (Refer Student Safety – Adventure Activities)
- Excursion staff may include adults on a volunteer or paid basis. All must have a WWCC. Refer to the Parkhill WWCC policy (Refer School Policy and Advisory Guide: Volunteer Workers & Volunteer Checks & WWCC)
- When presenting information to the Principal, the Teacher in Charge must demonstrate that they have considered the following:-
 1. The educational purpose of the excursion and its connection to student learning
 2. Impact on and disruption to other school programs
 3. Suitability and experience of attending staff to provide the necessary supervision of & instruction to students throughout the excursion
 4. Provision of necessary first aid and any special particular medical/supervisory needs of students attending

References The School Policy and Advisory Guide

<http://www.education.vic.gov.au/management/governance/spag/safety/excursions/default.htm>

5. Hold a current "Working With Children Check" (WWCC) for any additional accompanying supervisory adults.
- Excursions must be under the direct control of a DEECD or School Council employed teacher/s, in keeping with the required ratio of adults to students.
 - While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
 - 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/qualifications/experience the parents have to offer.
eg. bus licence, first aid etc
 2. A balance of male and female adults
 3. The special needs of particular students.
 4. Nature and location of the excursion
 5. Any other relevant factors
 - Parents selected to assist with day excursions may be required to pay their excursion costs.
 - All families will be given sufficient time to make payments for excursions. 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 financial arrangements with the Business Manager may not be eligible to attend the excursion/activity. An alternative program will be provided.
 - 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 their class teacher or Principal. Decisions relating to alternative payment arrangements will be made on a case-by-case basis and only on the approval of the Principal
 - A signed consent form must be returned by the child's parent / carer prior to the excursion
 - 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.
 - All excursions will be published in the School Newsletter.
 - An operational mobile phone must accompany every excursion. In the event of an emergency, excursion staff will immediately notify the Principal or Assistant Principal.
 - Appropriate transport, as per DEECD Guidelines, must be provided for all people attending and listed on the consent form.
 - The use of private vehicles should be avoided whenever possible and alternate, appropriate transport sought.
 - When a private vehicle is used: The parent should be advised of the name of the driver, and should sign a consent form for their child to travel in a private vehicle
 - The vehicle must be roadworthy, have current registration and have comprehensive insurance. The driver must hold a valid driver's licence
 - The Teacher in Charge must record the names of students travelling in each private vehicle
 - Relevant documentation including consent forms with full contact details are to be held by the office staff on the day and a copy is to be carried with the teacher in charge and, at times, other staff attending the excursion.
 - Students who have not returned a completed and signed consent form, will not attend the excursion, except in extreme circumstances, when documented verbal consent is obtained from a parent or guardian.

Implementation:

- Application Proforma:

- Application form must contain details of: venue (where possible a Melway Map Reference) date, educational purpose of excursion, classes involved, cost, staff
- Costs must be verified by the Business Manager and the selection of accompanying staff to be determined in conjunction with the Principal
- Application Forms to be submitted to the principal at least four weeks prior to the excursion
- Notification and approval of excursion to be confirmed within one week of submission of application. A copy of each excursion notice will be posted on the school website.

A new online form has now been created to assist schools to advise the Emergency and Security Management Branch about camps and excursions.

This form replaces the previously used 'Notification of School Activity Form' and can be found at:

<http://www.education.vic.gov.au/management/governance/spag/safety/excursions/safety.htm>

and must be completed at least three weeks prior to the activity. A hard copy of the online form must be included with all submissions to School Council

Evaluation:

This policy will be reviewed as part of the school's four-year review cycle

This policy was last ratified by School Council in....

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