



EXCURSIONS

POLICY

Rationale:

Our school is committed to providing a safe, secure and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the academic, physical, and social development of the student. **Excursions** and **visitations** are part of quality teaching and learning programs. They are a valuable teaching and learning activity and provide access to teaching content and learning experiences that will enrich student learning.

Aims:

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To help consolidate classroom learning.
- To develop a positive attitude to culture such as dance and theatre.
- To further develop social skills such as cooperation, tolerance, communication and, individual and group interaction.

Implementation:

- Major excursions/visitations, as a general rule are to be encouraged. The excursion coordinator should keep costs to a minimum. A common-sense approach should be taken with regard to the number of excursions/visitations in any one year.
- Local excursions are to be approved by the Principal within the guidelines of the Department of Education & Training (DET).
- All excursion/visitation programs are to be organised with the permission of the Principal.
- Excursion coordinator to complete the Iramoo Excursion Application and Planner Form and seek approval from the Principal at least **three** weeks prior to the excursion.
- Details of all excursions to be entered on the DET online notification of school activity form and is to be completed at least three weeks prior to the activity using the [Student Activity Locator \(SAL\)](#).
- Ensure that a copy of the Iramoo Excursion Application and Planner Form with school contact details is taken on the excursion.
- Parents will be given **at least** three weeks notice of excursions to ensure that there is sufficient time to pay.
- Bus book to be used and excursions put on yearly planners (in office and sick bay).
- No major excursions or visitations to take place in a term where the grade has a camp or swimming program. Special events are exempt.
- Where possible a yearly planner be developed to identify the cost and when and where excursions and visitations are to take place. This planner will be published in the school newsletter at the beginning of the year.
- Parent Helpers selected to attend excursions/visitations must have Working with Children Check and be approved by administration. No pre-school children are to attend excursions.
- Parents selected to assist with an excursion are not required to pay costs associated with the excursion.

- Students will not be excluded from excursions for financial reasons alone. Parents experiencing financial difficulty are encouraged to discuss their individual situation with the Principal/Assistant Principal. The Principal/Assistant Principal on a case-by-case basis will make decisions relating to alternative payment arrangements.
- Classroom teachers to follow-up unreturned notes/money and contact parents/carers at least **three days** prior to the excursion.
- This school strongly prefers that all children participate in their grade level excursions but issues regarding student personal safety override other considerations when the school has responsibility for a large group of children in an unfamiliar and challenging environment.
- Any child whose behaviour is such that staff, in consultation with the Principal/Assistant Principal, consider he/she may be a danger to him/herself or others outside the usual school environment may be excluded from excursions.
- Students not attending excursions must be allocated to grades and information provided to the office. Excursion coordinator to notify the classroom teacher at least one day prior to the excursion day.

Resources Required:

- This program should be a no cost program to locally raised or DET funds as it is financed by direct payment by the parents of participating children.
- An anticipated budget for each activity and cost per child must be formulated prior to seeking permission for an activity.
- In formulating budgets, thought must be given to cost of items such as transport, entries to attractions, special equipment and resources required.

Evaluation:

- Grade leaders/teacher in charge of excursions to advise the Principal/Assistant Principal of the appropriateness of the activity.
- Perceived development in children of personal, social, emotional, physical, cultural and academic traits.
- This policy will be reviewed as part of the school's three-year review cycle.

**Ratified by Iramoo School Council – April, 2018
Review Date – April, 2021**



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EXCURSION APPLICATION AND PLANNER

NB. This form must be completed before the excursion, allowing sufficient time to be presented to School Council if necessary. No Pre-school children are to attend excursion.

Class/Grade Level _____ Excursion Date/Times _____
 Teacher in Charge _____ Mobile _____
 Excursion Venue(s) _____
 Program of Activities: _____

Number of Students Attending: _____ (Girls: _____ Boys: _____)
 Non Attendees: _____ Arrangements _____

DETAILS OF TEACHERS AND OTHER PERSONNEL ATTENDING:

1. _____	Mob _____	6. _____	Mob _____
2. _____	Mob _____	7. _____	Mob _____
3. _____	Mob _____	8. _____	Mob _____
4. _____	Mob _____	9. _____	Mob _____
5. _____	Mob _____	10. _____	Mob _____

COSTING (NB. Allow for 10% non attendees)

Cost per child.	Entrance	\$ _____
	Transport	\$ _____
	Accommodation	\$ _____
	Other	\$ _____
	TOTAL	\$ _____

Bus Details:
 Depart: _____ Return: _____
 Bus Company: _____
 Price Per Bus: _____ Number of Buses: _____
 Total Bus Cost: \$ _____

Checklist:

<u>AT LEAST:</u>	DATE	INITIALS
3 WEEKS PRIOR TO EXCURSION		
Details on Master Planner		
Details in Bus Book		
Details entered on DET Student Activity Locator (SAL)		
Working with Children Check		
Notify Canteen		
Camera/s organised (i.e. availability, batteries)		
Specialists/Religious Instruction/Keyboard teachers notified		
Yard Duty Changes made		
<u>AT LEAST:</u>		
<i>3 DAYS PRIOR TO EXCURSION</i>		
Follow-up of unreturned notes/money <i>at least 3 days prior</i>		
Attendee checklist up to date		
Permission notes to be collected and taken on excursion or camp.		
Non-attendees organised and grade checklist to office with details		
First Aid Kit		
Consulted with sickbay attendant to arrange medication		
Teacher Name Tags		
Student Name Badges. (To be worn under clothing)		
Student lunches arranged		
AT THE CONCLUSION OF THE EXCURSION		
Grade leader to collect permission notes for excursion for archiving		

*** A copy of this form needs to be taken on the excursion**

Comments:

Principal's Signature _____

Date ____/____/____