



IRAMOO PRIMARY SCHOOL No. 5152

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:

The excursion/visitation program is an integral part of each grade level's curriculum to help children develop:

- self-confidence, independence, manners, positive attitudes of cooperation, inter-independence and sharing
- awareness of differing environments and of skills necessary for successful interaction within those environments
- an awareness through personal experience of many topics offered in personal development, social education and science curriculum at various grade levels
- a positive attitude to culture such as dance and theatre.
- further understanding of classroom programs.

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.
- 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 DET Student Activity Locator (SAL) website at least three weeks prior to the excursion. <https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp>
- Ensure 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 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.
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- 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 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.

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/photograph & printing costs/special equipment/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.