



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 provide an inclusive excursion experience for all students.
- 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.
- All students with additional needs will have the opportunity to participate in all excursions/visitations and all reasonable adjustments will be made.
- 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 \(SAL\)](https://partner.eduweb.vic.gov.au/sites/sal/) - <https://partner.eduweb.vic.gov.au/sites/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 a Working with Children Check and be approved by leadership. No pre-school children are to attend excursions.
- Parents/Carers selected to assist with an excursion are not required to pay costs associated with the excursion.
- Parent/Carers helpers must adhere to our school's Child Safe practices and Child Safe Code of Conduct.
- Students will not be excluded from excursions for financial reasons alone. Parents experiencing financial difficulty are encouraged to discuss their individual situation with a member of the Principal Class and alternative payment arrangements may be organised.
- 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 year 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 a member of the Principal Class 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 the cost of items such as transport, entries to attractions, special equipment and resources required.
- Eligible families can access the Camps, Sports and Excursion (CSEF) funds to pay for these events. CSEF funds are provided by the Victorian Government and families who hold a valid means-tested concession card or temporary foster parents are eligible to apply.

Evaluation:

- Teacher in charge of excursions to advise a member of the Principal Class 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, 2021
Review Date – April, 2024**