

EXCURSIONS/INCURSIONS

This policy was last ratified by School Council in August 2016

Rationale:

To encourage children's learning through the provision of real, first hand experiences. Excursions/incursions complement and are an important aspect of the educational programs offered at our school.

Implementation:

- All excursions/incursions are to be approved by the Principal or Assistant Principal.
- The Albion Primary School Excursion/Incursion Planner is to be completed for each excursion/incursion.
- Each excursion/incursion will be planned at a year and / or unit level.
- Letters to be sent home to parents must be approved by the Principal or Assistant Principal before they are distributed. A copy of all such letters must be sent to the office to enable office staff to answer any parent queries.
- Parents should have at least two weeks' notice regarding excursions/incursions involving their children.
- All children are expected to participate in excursions and incursions as they form part of the school's curriculum.

Excursions:

- All departmental regulations will be followed.
- The Student Activity Locator is to be completed online by the teacher in charge of the excursion at least three weeks prior to the excursion.
- School purchase orders are to be completed for bus hire, venue entry, visiting performers etc.
- Permission and medical forms duly signed by the parent / guardian are to be taken on the excursion. No child will be permitted to take part in any excursion without this parental consent. Permission notes to include two emergency contact names and telephone numbers.
- A First Aid Kit and a mobile phone will be taken on all excursions.
- A detailed list of all children requiring medication should be kept by the teacher in charge of First Aid. All children that suffer from asthma/ diabetes or other debilitating conditions should have provided an action plan and medication in the event that they suffer an attack.
- A list of all children attending the excursion is to be sent to the office before departing the school. This is to be accompanied by the names of those children who are not attending the excursion along with details of their supervision while the excursion is underway.
- Children are encouraged and expected to bring healthy and nutritious food and snacks and water on excursions and sporting events.
- Yard duty changes should be made where teachers will be out of the school on their rostered times.
- Notify Music Teachers and the Canteen if excursion is arranged on the usual day of program or operation

- Ensure appropriate supervision ratio 1:20. Some venues may suggest a lower supervision ratio and this will be taken into account.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish their child to participate, can discuss their situation with the classroom teacher or Assistant Principal/Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case by case basis.
- Parents have the opportunity to use the Camps, Sports and Excursions Fund (CSEF), if applicable, to cover the costs of excursions/incursions.
- Parents will be notified if a child is in danger of losing their right to participate in an excursion/incursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
- At times, private vehicles belonging to staff members may be used to transport small numbers of students to a school activity. If this does occur, the principal or delegate will ensure the following:
 - That the staff member driving is a member of the supervising staff and that the vehicle has comprehensive insurance
 - Parents/Guardians are advised that their child will be transported in a private vehicle and by whom
 - That the school keeps accurate records of the students travelling in each vehicle, in case of accident occurring.

Local Walking Excursions:

- A local walking excursion refers to a short walk within the immediate local area
- Local walking excursion permission forms are completed by parents as part of the initial enrolment process and are valid for the duration of the student's enrolment at Albion Primary School.
- Parents need to be given two weeks written notice regarding local walking excursions.
- The Student Activity Locator is to be completed online by the teacher in charge of the excursion at least three weeks prior to the excursion.

Incursions:

- School purchase orders are to be completed to purchase goods and/or services associated with an incursion.
- Notify music teachers, canteen operator if incursion is arranged on the usual day of program.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish their child to participate, can discuss their situation with the classroom teacher or Assistant Principal/Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case by case basis.
- Parents have the opportunity to use the CSEF, if applicable, to cover the costs of incursions
- Parents will be notified if a child is in danger of losing their right to participate in an incursion due to poor behaviour at school. The decision to exclude a student will be made by the principal, in consultation with the classroom teacher.
- Incursion provider staff must have valid Working with Children Checks or Victorian Institute of Teaching registration cards verified by the incursion organiser prior to the incursion.

Evaluation:

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