Chirnside Park Primary School No. 5194

Policy: EXCURSIONS
Status: reviewed 2013

Purpose:
Chirnside Park Primary School’s Excursion Program enables students to further their learning and social skills development outside the classroom in a non-school setting. Excursions complement, and are an important aspect of the educational program offered at our school. Excursions are used to develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in a variety of environments and settings.

Guidelines:
1. An excursion is defined as an activity beyond the school grounds and is conducted for one day or portion thereof. This includes interschool sport.
2. Teaching staff will determine excursions for the school year, and ensure all excursions are maintained at an affordable cost, and comply with all Department Of Education and Early Childhood Development (DEECD) guidelines and requirements. Excursion schedules are to be discussed with the Principal or nominee.
3. Parents/guardians must be notified at least two weeks prior to any activity.
4. To participate in the excursion all children will be expected to travel by the same mode of transport to the designated venue.
5. The administration of monies and student details regarding excursions and incursions is a time consuming process and it needs to be completed well before the date of the event. To alleviate teacher and office staff stress all permission slips and payments must be in at least 2 days prior to the excursion/incursion No late payments/permission slips will be accepted.
6. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Alternative payment arrangements may be made to enable all students to attend excursions. Full payment is required prior to any student attending any excursion.
7. Class teachers will be responsible for keeping permission forms as they are returned to the school and the monitoring of payment. Money will be sent to the office for processing.
8. Students will not be permitted to attend an excursion unless a signed permission form is received by the class teacher. In exceptional circumstances, verbal permission may be given to the Principal or nominee.
9. Each excursion will be coordinated by a designated teacher in charge who is responsible for ensuring the excursion, transport arrangements and excursion activities comply with the DEECD guidelines.
10. Copies of completed permission forms will be carried by teachers on the excursion and will be archived following the excursion in accordance with the DEECD guidelines.
11. Full details of an excursion will be communicated to parents/guardians on the permission form.
12. Parents/guardians may be invited to assist on an excursion. When deciding on which parent will attend, the teacher in charge will take into account:-
   - Any valuable skills the parents have to offer. Eg first aid etc.
   - The need to include both female and male parents.
   - The special needs of particular students.
   - The currency of Working With Children Check (refer to Parent Participation Policy)
13. Children on the Disability and Impairments program will need to be accompanied by an ES Staff Member.
14. Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school 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 classroom teacher and teacher in charge.

15. Teachers leaving the school must carry a mobile phone, first aid kit, asthma plans and emergency anaphylactic kits where applicable.

16. An additional trained adult may accompany students on an excursion if required.

17. Seat belted buses are required for all excursions.

18. Occasions may arise where staff are requested to transport students in their own cars. Staff will be required to have signed permission forms, which include their insurance company (full comprehensive insurance is compulsory), registration details and the name of the designated driver. A copy of these details will be filed in the office.

**Implementation:**

1. All approved excursions will be placed on the SAL (School Activity List) notification website prior to the excursion, in accordance with DEECD guidelines. The website is [https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)

**Date Reviewed:**  March 2013

**Date School Council Approved:**