

EASTWOOD PRIMARY SCHOOL

Excursion & Incursion

RATIONALE:

The school's excursion/incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Excursion/incursions complement, and are an important aspect of the educational programs offered at our school. An excursion/incursion is an activity that involves school visitors who provide a performance, lesson or service for students.

AIMS:

To reinforce, complement and extend the learning opportunities beyond the classroom. To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.

IMPLEMENTATION:

1. All excursion/incursions must be approved by the Principal.
2. Staff wishing to organize an excursion/incursion must complete the Excursion Checklist (S/Drive) and lodge this for approval. All excursion/incursions must be approved at least four weeks prior to running. Where an excursion/incursion approval form has not been submitted, that excursion/incursion will not run, unless special circumstances are pending. This decision will be made by the Principal who will consider the educational outcome of the excursion/incursion as well as the impact on the school for the proposed date.
3. The Principal must approve excursion/incursions to ensure they are cost neutral and that they complement the curriculum and comply with all DET requirements:

Excursion and Activities:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

Planning and Approval:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx>

4. All excursion/incursions will be attended by school staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by the school.
5. All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion/incursion, are invited to discuss alternative arrangements with the Business Manager or Principal. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

6. All families will be given two weeks to give consent and ensure payments for made for excursion/incursions. Parents will be notified via Compass of the excursion, including a clear statement about the event and payment expectations. Student whose payments not finalised prior to the excursion/incursion will not be allowed to attend, unless alternative payment arrangements have been organised with the Business Manager.
7. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply for the Camps, Sports and Excursion Fund (CSEF). \$125 per year is paid for eligible primary school students. A special consideration eligibility category also exists. Payments are made directly to the school and are tied to the student.
8. Teachers will be responsible for accessing Compass records to manage and monitor the payments and consents made by parents for each excursion or camp. A designated "Teacher in Charge" (Organiser) will coordinate each excursion/incursion.
9. The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the excursion/incursion. A copy of this list should also be provided to teachers and the Assistant Principal.
10. Students not attending the excursion/incursion will be provided with suitable alternative activities.
11. Students must have paid and consented to the excursion prior to the event, to be able to attend the excursion/incursion.
12. Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursion/incursions. Parents will be notified if their child is in danger of losing the privilege 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 organising teacher. Both the parent and student will be informed of this decision prior to the excursion/incursion.
13. If an excursion is scheduled on a day that is declared as 'Code Red' or severe weather warnings have been issued, the Principal will decide if the activity is to proceed or be postponed.

DUTY OF CARE - Excursion/incursions

1. Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
2. Be aware that an excursion/incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
3. Be aware that excursion/incursions require the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
4. Be aware that excursion/incursions require the teacher to ensure that the venue adheres to DET guidelines.
5. Be aware that school policy is for students to be counted on/off the bus and at other times, on a regular basis, whilst participating in the excursion/incursion.

6. Arrangements will be made for students not attending the excursion/incursion to continue their normal program at school under supervision of another classroom teacher.

EVALUATION:

This policy will be reviewed as part of a three year cycle or more often if necessary due to changes in regulations or circumstances.

Date Implemented	August, 2017
Author	Marie Beale
Approved By	School Council
Approval Authority (Signature & Date)	2 August, 2017
Date Reviewed	October, 2016
Responsible for Review	Assistant Principal
Review Date	October, 2019
References	