Excursion Policy
Excursion Policy

Excursions are an important and integral part of the school curriculum and of teaching and learning programs.

Excursions:
- Enrich children's experiences.
- Broaden children's concepts.
- Reinforce the achievement of outcomes.
- Provide opportunities for the development of appropriate social skills.
- Promote the development of self-esteem.

An excursion is any learning experience external to the school site. It is initiated, organised and supervised by class teachers and approved by the principal. An excursion may be a brief visit of less than an hour to a local point of interest or an extended journey occupying a number of days and requiring overnight accommodation.

Special Requirements:
While recognising the potential benefits of excursions the organisation and approval of excursions must recognise that such activities may interrupt normal learning routines. Consideration must be given to the educational value of the proposed excursion in relation to the total needs and total learning program and to the financial burden that may be imposed on families depending on other excursions and activities organised for the same period.

- All excursions must have the approval of the principal. An Event Calculation / Information Form and all required supporting information must be provided to the principal for approval not less than four weeks prior to the proposed date of the excursion.

- All teachers participating in an excursion must accept responsibility for students in their care for the duration of the excursion.

- Prior to any excursion taking place there must be consultation between the principal and staff concerned with the organisation. Parents and care givers should be informed of the full details of any planned excursion in writing, including details of all planned activities for the excursion. Signed consent forms allowing students to participate in any excursion must be obtained from the parents or care givers.

- If it is not possible to obtain a signed consent form from parents, verbal approval may be sought. A written record of any verbal approvals given by parents must be kept. Verbal consent may not be sought for activities involving swimming or water activities.

- Planning should consider costs to parents where other excursions have been planned concurrently.

- All details of the excursion must be communicated to parents.

WPPS Excursion  Reviewed 2015
Participation:

- As excursions offer enrichment to the student learning program, all students within the class or specific learning group should be given the opportunity to participate unless exceptional circumstances exist.

- It is expected that within the resources of the school no students should be excluded from participating because of financial disadvantage. Parents may make a submission for support for Student Assistance or for alternate payment arrangements.

- No student will be excluded as part of disciplinary action. Where there is concern for the safety and welfare of a student or group of students the issue will be discussed with the parents of the specific children concerned by the supervising teachers and the principal. If the school is unable to guarantee the safety and welfare of participating students it may be necessary for a parent or caregiver to accompany the student whose conduct is of concern.

- If parents do not permit participation of a student in an excursion the class teacher will make available a sound alternative educational experience and appropriate supervision.

Safety and Special Requirements:

- Where a particular excursion requires special equipment or apparel this must be used. Students and parents must be informed of this requirement as part of excursion documentation and briefing sessions.

- Under no circumstances are safety requirements to be compromised.

Swimming and Water Activities:

- Where an excursion involves swimming or water activities organising teachers must ascertain the water competency of students and take appropriate steps for their safety. Parents must be asked to indicate the swimming ability of their children when giving permission for students to participate in excursions.

- If parents indicate students are poor or non-swimmers organising teachers must assess the degree of participation in water activities. This assessment must take place irrespective of parental permission for students to participate in the swimming or water activities.

- In the event of the School Swimming Carnival. Children in Years 3-6 may attend as well as those in Year 2 who are turning 8 years of age. As the school conducts an evening event only competent swimmers participate in the set criteria of races. No other water activities take place at the carnival.

- All students attending must be transported and accompanied by an adult. Children other than students of the school are to be supervised by the accompanying adult and are not to be placed under the supervision of School Staff.

- In general, children should not be involved in water activities out of their depth. Primary children should only participate in activities congruent with their competence and the available supervision.
**Frequency:**
- It is important to consider the financial burden excursions and similar activities can place on parents.
- Class teachers should ensure students have the opportunity to experience relevant excursions.

**Excursion Costs and Payment Arrangements:**
- Expensive excursions should be avoided. Where financial hardship is understood to be the reason for a student’s non-participation the school must endeavour to provide financial assistance. It is expected that within the resources of the school no student should be excluded from participating because of financial disadvantage. Parents may make a submission for support for Student Assistance or for alternate payment arrangements.
- Excursions must be costed to ensure the best value for parents.
- Excursions must be fully funded.
- A firm payment date must be set and parents informed that payments and consent forms must be received by that date. Teachers should monitor payments and notes and inform the principal if any exceptions may be necessary.
- Quotes for venue costs and transport must be sought and attached to the Event Calculation / Information Form.

**Transport:**
- Public transport (bus, ferry etc.) must be used for excursions wherever possible.
- Buses preferably should be fitted with seat belts. Exceptions may be allowed by the Principal for local venues.
- Bus transport quotes must be sought using the school fax formats and attached to the Event Calculation / Information Form.
- In exceptional circumstances consideration may be given to the use of private motor vehicles. Parents must be informed of this arrangement and the name of the driver. A copy is taken of their current driver’s license and Third Party Insurance policy or current Vehicle Registration papers of each driver. Persons driving must have also completed the appropriate child protection documentation.
Supervision:
- Adequate and appropriate supervision must be provided to ensure the safety of participants considering the number of students, their maturity, anticipated behaviour and the activities planned.
- In general the approximate ratio of one adult per twenty students. Appropriate adult gender ratios should also be maintained where possible.
- The same standards of conduct and the obligation to report suspected child abuse, improper conduct of a sexual nature and misconduct apply throughout all stages of an excursion as they do in schools.
- Any excursion involving swimming or water activities and / or overnight accommodation must be accompanied by a member of staff who possesses current training in cardio-pulmonary resuscitation and emergency care.
- All excursions must be accompanied by a member of staff who has undertaken emergency care training.
- Where it is considered necessary, the site of the proposed excursion should be assessed beforehand to identify potential problems or dangers and to determine the level of supervision necessary to avoid the risk of injury.

Student Behaviour:
Students must behave appropriately at all times on excursions.
- Students on excursions interact with the public and are representatives of their school and community. Prior to excursions, they should be reminded of expected standards of behaviour and the application of the school's discipline code.
- Prior to any excursion, students should be briefed on the school's expectations of their behaviour.
- No student will be excluded as part of disciplinary action; however, students and their parent/caregiver will be required to complete an 'Excursion Behaviour' contract acknowledging the behaviour expectations of our school community.

Parent Involvement:
- Parents will frequently volunteer to assist on excursions. The number of parents who might be of assistance will vary according to the circumstances.
- The organising teacher/s will assess whether parent volunteers are required to help on the excursion or activity.
- Associated costs of parents accompanying an excursion and assisting with supervision must be included in excursion planning. All other parents may be required to meet their costs.
- Parents accompanying an excursion must have completed the appropriate child protection documentation.
Unscheduled Activities:
- Students participating in an excursion must not be permitted to engage in additional or alternative activities which were not originally scheduled in the program and for which parental approval would normally have been necessary (e.g. water activities, horse riding, etc.)

Film Screening:
- Details of proposed film viewing must be provided to parents. Under no circumstances are students to view films with classifications of M, MA or R.
- Parental permission must be obtained for films of PG classification.

A copy of an Event Calculation / Information Form and an Excursion Behaviour agreement are below
WINDSOR PARK PUBLIC SCHOOL
EVENT CALCULATION / INFORMATION FORM

Please complete the following information for all Excursions / Activities or In School Performances. Only complete information applicable to the event.

CHECKLIST OVERLEAF MUST BE COMPLETED AND ALL EVENT INFORMATION SUPPLIED MUST HAVE A RISK ASSESSMENT INCLUDED FOR THE PRINCIPAL’S APPROVAL.

Person/Persons Organising: ________________________________

Event Name: ___________________________________________

Event Address: ___________________________________________

Event Contact Number: ________________________________

Event Date/Dates: _______________________________________

Event Time/Times: from ______________ to ________________

OR

Time Departing School: _______

Time to Leave Venue: ________

Approx. Time Returning to School: _______

Scholastic Years Attending: ________________________________

Approx. Number of Students: _______   Number of Adults: ______

(COSTING – Office to Complete Information Below)

Total Cost Bus Hire: $ _________   Cost per Student: $ _______

Entrance Fee: $ _________   Cost per Student: $ _______

Accommodation: $ _________   Cost per Student: $ _______

Extras (Food, etc.): $ _________   Cost per Student: $ _______

GST:$ _________   Cost per Student: $ _______

10% Admin. Costs: $ _________   Cost per Student: $ _______

GST charged to students YES NO

SUB TOTAL: $ _______

Total Rounded up cost per student: $ _______

EVENT APPROVED BY PRINCIPAL: ___________________________

WPPS Excursion

Reviewed 2015
## ORGANISER / ORGANISERS CHECKLIST

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Tentative Booking made for event by organiser</td>
<td></td>
</tr>
<tr>
<td>Type of event evaluated with Stage Team or all staff</td>
<td></td>
</tr>
<tr>
<td>Event request approved by Principal</td>
<td></td>
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<tr>
<td>Date and times of event appropriate and verified with other staff</td>
<td></td>
</tr>
<tr>
<td>Date of event noted on Staffroom Term Calendar</td>
<td></td>
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<tr>
<td>Event Booking confirmed by organiser /organisers</td>
<td></td>
</tr>
<tr>
<td>Risk Assessment completed and given copy given to Admin staff for filing</td>
<td></td>
</tr>
<tr>
<td>Event Calculation/Information Form given to office and other information that is relevant for cost estimation.</td>
<td></td>
</tr>
<tr>
<td>Bus quotes to be arranged by Admin Staff</td>
<td></td>
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<tr>
<td>Supervision of non-attending students arranged with other staff</td>
<td></td>
</tr>
<tr>
<td>Playground duties for period of event/activity arranged with other staff</td>
<td></td>
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<tr>
<td>Request to Admin staff for a Student Permission / Information Note to be typed.</td>
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<tr>
<td>Inform Admin staff of when to be sent out to families and final payment date to be included on note</td>
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<tr>
<td>Request Admin staff prepare a First Aid Kit and Emergency Asthma Kit</td>
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</table>

### Office only to Complete Information Below

| Estimated Receipts: | $ ________________ |
| Estimated Expenditure: | $ ________________ |
| ACTUAL Total Receipts: | $ ________________ |
| ACTUAL Total Expenditure: | $ ________________ |

**Financial Outcome:** $ ________________  
Credit / Debit

WPPS Excursion  Reviewed 2015
Excursion Behaviour

Students on excursions interact with the public and are representatives of their school and community.

The Windsor Park Public School community supports the expectation that all our students display the highest level of manners and behaviour both within the school and on school excursions.

No student will be excluded as part of disciplinary action; however, participation in an excursion is based upon a student having demonstrated acceptable behaviour in line with our school policies and the school community’s expectations.

Please acknowledge that you accept these conditions by signing this form and returning to the class teacher.

Excursion Behaviour

I acknowledge and accept that a student’s participation in an excursion is based upon them having demonstrated acceptable behaviour in line with our school policies and the school community’s expectations.

Parent’s name: ____________________________________________

Parent / Carer Signature: ______________________________________

Student’s name: ____________________________________________

Student’s Class: ____________________________________________

Student’s Signature __________________________________________

Date: __________________________________________

Please return this form to the class teacher

WPPS Excursion  Reviewed 2015