

## **1. Rationale:**

Excursions and In School activities enable students to further their learning and social skill development in a non-school setting. They complement and enrich classroom activities by providing a wealth of experiences which can then be followed up in the classroom.

## **2. Aims:**

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

## **3. Implementation:**

- 3.1 Excursions/In School activities should be chosen to complement the classroom program.
- 3.2 Teachers should consult with their Team Leader and if appropriate Principal or Assistant Principal when organising an excursion.
- 3.3 All related costs are to be accurately obtained, including transport and any admission charges. All prices must indicate GST exclusive, the amount of GST charged and GST inclusive prices.
- 3.4 Accompanying teachers and parents are to be arranged in accordance with DET required ratios.
- 3.5 The Excursion/In School activities organiser is to complete the school's 'Excursion Form' and give to the Business Manager to check costs, codes then have it signed by the Principal. This must be completed at least 3 weeks prior to the excursion/incursion.
- 3.6 A note is to be sent home to parents at least two weeks prior to an excursion/in school activity including information such as grades and children involved, date, venue and cost per child. A parents approval section is to be signed by parents as required. This must be returned to school along with any necessary payment by the return date stated on the note. A copy of this note must be given to the school office.
- 3.7 All bookings must be confirmed including bus size and availability of seat belts.
- 3.8 An order must be written in the official school order book for all bookings requiring payment eg. bus, venue etc.
- 3.9 Arrangements are to be made for the supervision at school of any students not attending the Excursion/Incursion.
- 3.10 The teacher organising the excursion will notify any other staff (ie General Office, Integration Aides, Specialists, Classroom Teachers, Canteen) who may be affected by the Excursion/In School activity.
- 3.11 Teachers and parents assisting with the Excursion/In School activity should be briefed on procedures and expectations. All volunteers assisting with excursions/in school activities must have a Working with Children check.
- 3.12 All relevant OH&S guidelines must be followed at all times.

## **4. Evaluation:**

- All Excursions/In school activities will be evaluated by the teachers attending, taking into account the aims, program provided, suitability of venue, cost involved and safety.
- This policy will be reviewed every three years as part of the school's three-year review cycle.

*This policy was ratified by School Council in August 2015*