

## BEAUMARIS PRIMARY SCHOOL EXCURSION (DAY) POLICY

### Rationale:

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement, and are an important aspect of the educational programs offered at our school.

### 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 beyond the school environment.

### Implementation:

- Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- The principal is responsible for the approval of all single-day excursions
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- A designated 'Teacher in Charge' will coordinate each day excursion.
- When excursions are being planned, the following planning guidelines will be considered:-
  - What is the purpose of the excursion and its connection to student learning?
  - Is a staff member able to access first aid?
  - Are the ratios for student supervision in accordance with department guidelines?
  - Have the requirements of Working With Children Checks been met?
  - Is a record of telephone contacts for supervising excursion staff available?
  - Is a record of the names and family contacts for all students and staff available?
  - Are copies of the [parental consent](#) and [confidential medical advice](#) forms for those students on the excursion available?
- If day excursions include adventure activities organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- If approved, the online [Notification of School Activity](#) form then be submitted three weeks prior to the activity if required. (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
- Students only travel on buses fitted with seatbelts.
- The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
- School Council will determine an 'Excursions Levy' each year.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- Classroom teachers will be given the first option to attend excursions.

- The school will provide a mobile phone and a first-aid kit for all day excursions.
- Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- Parents may be invited to participate in excursions
- Parents assisting with day excursions may be required to pay their excursion costs.
- The primary references that must be consulted when considering all day excursions is the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.

**Evaluation:**

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

**Ratified by School Council: 2016 To be reviewed: 2019**