

POLICY: EXCURSIONS

1 Rationale

A school excursion is a learning experience which takes place either at school or outside the school with the approval of the Principal and the consent of the parents. It is a component of the school curriculum and is related to the students' learning program. The staff at St Michael's support the premise that an excursion which takes place outside the school environment requires rigorous planning and supervision. Staff realise that excursions place an additional financial strain on parents and plan their yearly excursions with cost being a factor, after relevance and safety.

2 Aims

- 2.1 For the children participating in the excursion to relate it to an area of their curriculum.
- 2.2 For the excursion to be focused and relevant.
- 2.3 The excursion not to involve an overnight stay except for the Year 6 Canberra overnight excursion.
- 2.4 The excursion to produce an outcome which involves the children acquiring some additional knowledge, skill or experience.
- 2.5 The ratio of adult to child will reflect the age, stage of the child and the type of excursion.

3 Implementation

- 3.1 The excursion is planned by the grade teachers in the year prior to it occurring.
- 3.2 The excursion is educationally based.
- 3.3 The excursion is approved by the Principal.
- 3.4 Risk assessment for all excursion environments and activities to be undertaken. Risk assessments include obtaining venue/s risk assessment and completion of the school's risk assessment procedure and documentation.
- 3.5 In the year prior to the excursion, teachers must liaise with the Senior Finance Officer giving details of costs and booking of buses. Excursions are invoiced on the school fee accounts.
- 3.6 Parents are given adequate information about the excursion through the school's excursion proforma. Adequate information refers to the venue for the excursion, the mode of transport, the expected time of departure from the school, expected time of arrival back to the school and the number of adults who will act as supervisors during the excursion.
- 3.7 Similar information is provided when the excursion is classified as in school (incurtion).
- 3.8 The excursion proforma with its attached permission slip is to be returned prior to the excursion.
- 3.9 Only students who have returned a signed excursion permission note are permitted to participate in the excursion.
- 3.10 Parents may sometimes be asked to assist as volunteers on the excursion. Parents who will assist as volunteers on excursions must have completed the Catholic Education Diocese of Parramatta child protection training and undertaking. Teachers are to check a volunteer's child protection status with the Senior Administration Office at least two days prior to the excursion taking place.
- 3.11 Teachers are to take children's Epipens or other prescription medication with them on the excursion together with the Excursion backpack which contains Asthma spacers and Ventolin.
- 3.12 Teachers are to take a mobile phone on an excursion outside the school.
- 3.13 A teacher in his/her first year of service must not have the responsibility of an excursion.
- 3.14 Private cars, either the teacher's or the parent's must NOT be used to transport children during an excursion. The only exception to this is where the Principal/Assistant Principal need to transport school leaders to the Castle Hill ANZAC Day Launch or NSW Parliament House where parental permission would be sought.

4 Evaluation

The policy will be evaluated on an annual basis.