

EXCURSION and special events POLICY

Rationale:

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions and special events/activities complement, and are an important aspect of the educational programs offered at our school as they provide a context for learning that a regular school program cannot.

Aims:

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

Implementation:

- An excursion is defined as any activity beyond the school grounds.
- A special activity or event is defined as any activity held within the school grounds where parents are asked to pay.

Teachers will

- Organise each excursion or special event using the school process, including its coordination by a designated 'teacher in charge'.
- Meet prior to the commencement of any detailed planning relating to a proposed day excursion to discuss the proposed activity, and to seek 'in principle' support for the event. The teacher in charge will ensure all information and planning is in order.
- Ensure all excursions/special events are approved by the Principal or either of the Assistant Principals.
- Undertake detailed planning of the excursion or special event.
- Advertise excursions and special events well in advance (preferably in the term overview)
- Attempt to spread excursion and events as evenly as possible throughout the year to help families budget.
- Each unit manager will monitor the schedule of excursions for the school year, endeavouring to maintain costs at a reasonable and affordable level and ensuring that excursions comply with all DEECD requirements.
- Send excursion notices home at least four weeks prior to the final day for payment of money – no later. Therefore, notice must be distributed at least five weeks prior to the excursion date.
- Unit manager to ensure that the final day for payment of excursions is to be one week prior to the excursion or a date negotiated with the Business Manager.
- Take responsibility to complete the proforma, photocopy and distribute their own notices using office paper. It is essential that one of the Assistant Principals has seen these documents before distribution.
- Ensure a copy of all notices are filed in the office.
- Ensure a ratio of one adult to twenty students for general excursions (legal requirements). 1:10 with water.
- Provide a list of students, teachers and helpers attending the excursion, and signed permission forms, including "Consent Statement", are left at the office for the duration of the excursion.
- Ensure a list of students, teachers and helpers attending the excursion is carried by excursion staff at all times.
- Invite parents/grandparents of students involved in excursions or special events to assist. When deciding on which helpers will attend, the teacher in charge will take into account –
 - any valuable skills the parents have to offer. eg. first aid
 - the need to include both male and female parents
 - the special needs of particular students.

- 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 to the anticipated return time.
- Teacher in charge will ensure parents and volunteers are briefed prior to leaving the school about their responsibilities and the focus of the excursion.
- Ensure that prior to any child attending an excursion, parents/guardians must have provided the school with a signed permission form, including Consent Statement, and must have paid the costs involved by the due date or by a prearranged payment plan.
- The teacher in charge will ensure that there is at least one mobile phone and the appropriate number of first-aid backpacks for all excursions. The office is to be notified of all staff mobile phone numbers.
- Seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity if excursion/special activity includes adventure activities.
- If approved, submit the online [Notification of School Activity](#) form three weeks prior to the activity if required. (required if metropolitan schools travelling beyond the greater metropolitan area).
- Will follow school council policy which stipulates that children only travel on buses fitted with seatbelts.
- Teacher in Charge will communicate any mishaps or concerns that occur during or after each day excursion.
- Notify parents if a child is in danger of losing their invitation to participate in an excursion due to not living by the values at school. This decision will be made by the Principal class, welfare coordinator of the level and class teacher in consultation with the Teacher in Charge.
- Office staff will issue receipts for excursion amounts totalling over \$5.00.

Parents/Guardians will

- Sign a 'Walking notice' when students are enrolled. This gives permission for students to be taken on short walking trips while students are at PPPS.
- If parents/carers nominate, EMA money held in the school account can be used towards the cost of excursions or special events if other school charges have been paid.
- Comply with the policy that students whose payments have not been finalised by the stated date do not attend unless alternative payment arrangements have been organised with either Assistant Principal or the Business Manager.
- Parents experiencing financial difficulty who wish their children to attend an excursion, will be required to discuss their individual situation with either Assistant Principal or Business Manager. Decisions relating to alternative payment arrangements will be made by either Assistant Principal or Business Manager on a case-by-case basis.

Evaluation:

This policy will be reviewed in line with best practice and DEECD guidelines.

Inclusion in excursion permission form

Parent assistance (please complete if you are able to assist on the day of the excursion)

Adult's name _____ Daytime contact phone no: _____

I am available to help with the **xxxxxxxxxxx** excursion/special event on **xxxxxxxxx**. I understand that because of my duty of care for the students at PPPS, I cannot bring other children on the excursion or to the special event. I have completed the Volunteer Training Program and understand my responsibilities to live by the PPPS values and abide by the excursion/special event protocols. *I also agree that I will not take phone calls from, or phone, text, or send photos to other Plenty Parklands families while on the excursion/at the special event. I agree to wait until after the excursion or special event before posting photos of my child on any form of social media. I understand that I do not have permission from the school or other families to post photos of other children.*