



# EXCURSIONS 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.
- Excursions in school activities are planned, approved and conducted in accordance with Department policy and requirements

### Teachers will

- Organise each excursion or special event following the school's and the DET's processes , including coordination by a designated 'teacher in charge'.
- 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 DET requirements.
- There must be sufficient staff to provide appropriate and effective supervision in view of the activities undertaken and students involved. Ensure a ratio of 1:20 adults to students for general excursions; 1:10 with water activities.
- 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.
- Continuous instruction and appropriate supervision is to be provided for students remaining at school during the absence of staff accompanying the excursion.
- 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.
- 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.
- In line with our Sunsmart school policy, students will be required to wear a school sunsmart hat and will be supervised to reapply sunscreen, sent from home, as appropriate.
- Seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity if excursion/special activity includes adventure activities.
- 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.
- 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 regard to the anticipated return time. As much as possible, school staff will keep parents informed via Compass.

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.
- 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.
- 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.

#### **EVALUATION**

This policy will be reviewed in line with best practice, new regulations and DET guidelines.

**Important:** Principals, teachers, school councillors and others involved in school excursions, must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

#### **REVIEW CYCLE**

This policy was last updated in **February 2019** and is scheduled for review in **February 2022**.

**Endorsed by School Council in February 2019.**