

White Hills Primary School

Excursions Policy

Rationale:

The school's excursion program enables students to further their learning and social skills development in a non-school setting. 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 in the real world.

Implementation:

- An excursion is defined as any school activity beyond the school grounds.
- The schedule of Special Events and major excursions, including an estimate of costs, will be distributed during Term 4 of the previous year, with confirmed costs updated as needed.
- An annual Special Events and major excursions schedule will be determined. These costs must be paid prior to children attending excursions through a lump sum Special Events pre-payment, by paying for each individual excursion, or through government subsidy.
- **Full payment is required by close of business at least two (2) school days before the excursion departure date.** Children whose parents have not made full payment by the due date, or who have not made alternative arrangements with the Principal, will not be eligible to attend.
- Students will not be excluded from excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal well before the full payment due date. Payment plans will not be negotiated after the full payment due date. 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. Parents will be sent the information & permission form 4 weeks prior to an event, with a final reminder notice sent before the excursion date to finalise payment (as per school processes). Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records as appropriate.
- Any family who has not met the required alternative payment plan for previous Special Events / major excursions will be unable to participate in this program until outstanding payments are finalised.
- Reimbursements for excursions will be issued with non-refundable costs deducted. Reimbursement may not be possible due to contractual arrangements with service providers.
- Each excursion will be coordinated by a designated 'Teacher in Charge'.
- The primary reference that must be consulted when considering all excursions is the [School Policy Advisory Guide – Excursions & Activities](#) website.
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed 'Confidential Medical Information for School Council Approved Excursions' form, and made full payment.
- Copies of completed permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent for their children attending excursions.
- The designated 'Teacher in Charge' of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training (DET) guidelines. The online '[Notification of School Activity](#)' form will be completed (if required) three weeks prior to the excursion departure date.

- The necessary information and forms (as noted above) will be provided to the Principal at least four weeks prior to the 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 regarding the anticipated return time.
- Parents may be invited to assist in the supervision of school excursions. When deciding which parents will attend, the Teacher in Charge will take into account:
 - Any valuable skills the parents have to offer, eg. bus licence, first aid, etc
 - The preference to include both male and female parents.
 - The special needs of particular students.
- The role of parents attending the excursion is as directed by the Teacher in Charge.
- Parents selected to assist with the excursion will be required to undertake a Working with Children Check. The school will pay for any associated costs.
- Parents attending the excursion will adhere to the same confidentiality guidelines as WHPS staff members and will not comment about any aspect of the excursion to the wider school community, either through social media, other electronic means or in person.
- Children who have not displayed sensible, reliable behaviour at school may not be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the 'Teacher in Charge'.
- The school will provide a mobile phone and a first-aid kit for all excursions.

Evaluation:

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

This policy was amended and ratified by School Council in August 2015.