

# **Excursions and Incursions Policy**

## **1. Rational**

The schools incursions/excursions program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Incursions/excursions complement the curriculum and are an important aspect of the educational programs offered at school.

## **2. Purpose**

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.

## **3. Guidelines**

- All students will be given the opportunity to attend incursions/excursions.
- The incursion/excursion is to reflect, support, and enrich the curriculum program.
- All external providers/facilitators must have a "Working with Children's Check".
- Guidelines in relation to staffing, safety, supervision, transport and activities will be followed.
- Prior to an incursion/excursion being conducted, approval must be obtained by the Principal.
- Adequate pre-planning and preparation must take place following the incursion/excursion checklist.
- Staff-student ratios should provide adequate supervision and be appropriate for the age of the students and the activity undertaken.
- Written permission is required for all students attending any excursion.
- Consent forms are to remain in the possession of the teacher in charge throughout the excursion. A list of students attending an excursion will be taken with the staff in charge of each class.
- In the event of a serious accident or incident where urgent medical attention is required by a student, staff will ring for an ambulance. Parents will be contacted after an ambulance has been secured. However, in the event of accidents not requiring hospital attention, parents will be contacted so as to inform them of the injury and or accident if the teacher deems it necessary at the time.
- If a student behaves in a manner which threatens the safety or wellbeing of the group, parents will be contacted and it is expected that they collect their child immediately.
- Teachers are responsible to take on the excursion student medications such as Ventolin or allergy medications that may be required.

- Parents who assist with incursions/excursions must have a Working with Children's Check.

#### **4. Implementation**

- For the purpose of this policy:

< An incursion is an activity that involves school visitors who provide a performance or service at the school for the students, for a fee.

< An excursion is an activity that involves students leaving the school grounds.

- School council will determine an 'Incursion/Excursion Levy" each year. Parents can bulk pay the years excursion/incursion or pay for individual events as they occur.
- All endeavors will be made not to exclude students simply for financial reasons.

#### **5. Implementation Conditions**

- Office staff will be responsible for managing and monitoring the payments made by parents and maintaining records of payments.
- A designated 'Teacher in Charge' will coordinate each incursion/excursion.
- External facilitators providing a service to the school for an incursion must present their 'Working with Children's Check' to the office when they sign in as a visitor.
- Students who do not attend incursions will be provided with suitable alternative activities.
- Excursions may be cancelled at short notice where the principal, in consultation with the excursion organizer, deems the weather conditions to be unsuitable for the planned activity, or in other circumstances that have arisen which threatens the organization of the activity. Notification of cancellation of an event or excursions will be emailed to parents as an alert, on the morning of the excursion.

#### **6. Evaluation**

- Follow up activities in the classroom.
- Feedback from staff, students and parents.

#### **7. Review**

A committee of staff will review the Incursion/Excursion Policy every three years. The review will ensure that the school's programs and procedures are adequately reflecting statewide curriculum developments and the changing needs of the school community.