**RATIONAL**
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 activity beyond the school grounds.
- All excursions must be approved by the Principal. In doing so, the Principal will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- School Council will determine an ‘Excursions Levy’ each year, which will be included in the school’s Book Pack (requisites and excursions costs for parents). Parents are expected to bulk pay for the year’s excursions by paying the Book Pack. Parents may opt to pay for individual excursions as they occur.
- Students will not be excluded from excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their Students to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements, will be made by the Principal on a case-by-case basis.
- Parents will be sent notices before the excursion date. This will include information such as arrival and departure times. Teachers will remind families who have not paid for the excursion before the due date. All families will be given sufficient time to make payments for excursions. Students whose payments have not been finalised by the date stated on the excursion form will not be able to attend unless alternative payment arrangements have been organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- Each excursion will be coordinated by a designated ‘Teacher in Charge’.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, including a signed “Confidential Medical Information for School Council Approved Excursions” form, and must have paid the costs involved.
- Attempts will be made for information to be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their Students 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 guidelines. The “Notification of School Activity” form will be completed online and forwarded to the Department of Education and Training (if required) three weeks prior to the excursion departure date.
- The school will provide a mobile phone and a first-aid kit for all excursions. Classroom teachers are to collect any additional medication required on the day including asthma pumps and Epipens.


- Copies of completed Permission forms, and signed “Confidential Medical Information for School Council Approved Excursions” forms must be carried by excursion staff at all times.
- Parents of Students involved in excursions may be invited to assist in the delivery of the excursion on the day.
- Only students who have been following the schools expected values and behaviours of Respect, Safety and Learning will be invited to participate in school excursions. Parents will be notified if their child is in danger of losing their invitation to participate in an excursion due to not following the expectations at school. The decision to exclude a student will be made with the leadership team, in consultation with the classroom teacher.
- Information about refunds and student expectations will be included on the note.

**EVALUATION**

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