# TEARN TO LIVE

### **COBURN PRIMARY SCHOOL**

# **EXCURSION**





#### Rationale:

Coburn Primary 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:**

- All excursions must be fully funded. Funding is to be based on 80% of all students in the year level attending.
- An excursion is defined as any activity beyond the school grounds. Local excursions that involve walking, or of no cost, do not fall into this category.
- All excursions must comply with all DET requirements.
- All excursions will be maintained at a reasonable and affordable cost.
- Year Level teams will develop a proposed schedule of excursions for the year, according to the Scope and Sequence chart. Provision for whole school activities are to be considered each term. This will be coordinated throughout the whole school and be presented at School Council meetings.
- Year Level teams will complete a <u>FORWARD PLANNING REQUEST</u>, outlining excursions/incursions planned for the following term and complete all paperwork required in the school documentation.
- The Teacher in Charge will obtain the itinerary of the excursion, Risk Management and Emergency Response Plans of any venues visited to be viewed and these will be held by the Principal.
- The day prior to the excursion/incursion, the Teacher in Charge will complete the Final Plan Form and give to Executive Leadership.
- Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal or Assistant Principals. Decisions relating to alternative payment arrangements will be made by the Principal or Assistant Principals on a case-bycase basis.
- Parents will be informed of upcoming excursions six weeks ahead of the time. Children whose payments have not been finalised at least five school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal or Assistant Principals.
- 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, a signed "Confidential Medical Information for School Council Approved Excursions" form, and must have paid the costs involved.
- The Life Education Van will be paid for at the start of each year in school fees. 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. Upload details of the excursion onto the Student Activity Locator (SAL) Activities Notification website three weeks prior to the Excursion: <a href="https://www.eduweb.vic.gov.au/forms/school/sal/Default.aspx">https://www.eduweb.vic.gov.au/forms/school/sal/Default.aspx</a>

- Classroom teachers will be given the first option to attend excursions.
- Buses to have seatbelts where possible.
- Attention to appropriate teacher/adult ratio.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all excursions. Staff members attending the excursion are to leave their mobile phone numbers with Office staff, especially where travel involves more than one bus.
- 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. After the excursion, these notes will be sent to the Team Leader for archiving.
- 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.
- Parents of children involved in all excursions may be invited to assist in the delivery of excursions.
   When deciding on 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 need to include, where possible, both male and female parents.
  - The special needs of particular students.
- Parents selected to assist with an excursion need to have a current 'Working with Children' check.
- Only children who have displayed sensible, reliable behaviour at school and who display School Values
  will 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.
- All excursions require the Principal's approval. Information presented to the Principal will include: -
  - 1. The educational aims and objectives of the excursion.
  - 2. The names of all adults attending and their expertise and experience.
  - 3. Travel arrangements and costs.
  - 4. Venue details and an itinerary of events.
  - 5. Procedures followed to ensure the safety of the children.
- The teacher in charge of the excursion must complete:
  - the Excursion/Camp Booking Information form is on Google Drive under "Whole School Docs" and then under the folder Excursions, and leave a copy at the Main Office, Principal and Assistant Principal of the Year Level.
  - the Evaluation template is to completed after the excursion
  - Excursions must be entered on ALL relevant planners and diaries.

# **Evaluation**:

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