



## **EXCURSIONS**

### Rationale:

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day 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 safety issues regarding a proposed excursion must be researched and any risks identified and procedures put in place to minimise these risks. Information to parents should include advice of all travel arrangements and venues for activities during the time out of school.

Teachers should have line-of-sight supervision of all students in his/her control, including those in smaller parent groups, at all times during the excursion. Parents supervising groups must be formally reminded of the teacher to whom they are responsible during the day so that they maintain line-of-sight contact with this teacher.

Parents with toddlers are not free to be supervisors of small groups of children. Parents will not usually be asked to supervise their own children in a group unless where a risk (e.g. medical) has been identified. The ratio of supervising adults to children is determined upon the activity and directed by the Principal.

All participants are required to wear a hat and sunscreen on excursions during Terms 1 and 4.

The office staff may be used for finding costings, availability of venues and bookings of buses and venues.

The Principal must approve excursions, before bookings are made. Approval will be based upon the relevance of the planned activity to the classroom program and its ability to reinforce, complement and extend learning opportunities beyond the classroom.

Parents are to be given at least 2 weeks notice of planned excursions using the official School Excursion/Medical form. Only children with signed permission/medical forms may go on excursions. Copies of completed Permission forms, and signed "Confidential Medical Information" forms must be carried by excursion staff at all times.

The school will provide a first-aid kit for all day excursions and one teacher will be deemed as the 'contact person' and will carry a mobile phone. Action Plans and medical supplies (eg. EpiPens and

Ventolin) belonging to individual children, will be carried by a designated person (usually the classroom teacher) who will be responsible for monitoring children with special medical needs during the excursion.

Excursion costs are to be paid out of the 'excursion budget' set for each class.

Evaluation:

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

This policy was last ratified in June 2013.