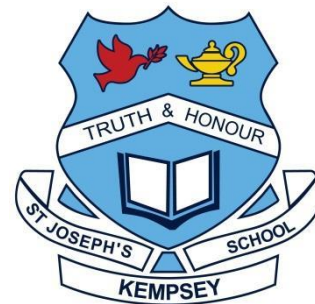


St Joseph's Primary School, Kempsey

SCHOOL EXCURSION 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 also takes place in the real world.

IMPLEMENTATION:

- An excursion is defined as any activity beyond the school grounds.
- The principal must approve all excursions.
- The principal and staff will determine a schedule of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and are thoroughly planned and conducted in a manner that complies with the Catholic Schools Office requirements (see: DoE Outdoor Education Management Handbook)
- Parent permission is required in writing for all excursions involving use of public transport.
- Walking excursions in the local area do not require written permission.
- Parents experiencing financial difficulty, who wish for their children 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.
- All families will be provided with all excursion details and will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised before the departure date will be unable to attend unless alternative payment arrangements have been organised with the Principal.
 - Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
 - Teachers and office staff will be responsible for managing and monitoring the payments made by parents and will provide the Principal with detailed records on a regular basis.
 - An appropriately designated 'Teacher in Charge' will coordinate each excursion.

- At least one staff member will hold a current Senior First Aid Certificate, an adequate first aid kit, a suitable outdoor emergency kit (if required) plus a mobile phone (or radio) will be carried by all groups at all times, and the leader will ensure that copies of signed medical declarations for each student accompany the excursion. A vehicle will be available or within close proximity at all times.
- A Critical Incident Plan and Risk Assessment must be submitted to the Principal a week prior to the excursion.
- Classroom teachers will be given the first option to attend excursions.
- The school will provide the opportunity for teachers to update their first aid skills, along with medical training for asthma, diabetes, anaphylaxis etc.
- 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 the anticipated return time.
- Parents of children involved in all other 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 both male and female parents.*
 - *The special needs of particular students.*
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion.
- Only children who have displayed sensible, reliable behaviour at school 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.
- Excursions will be postponed or cancelled if the weather, conditions or other factors create potential risks.

EVALUATION:

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

Verified by the School Leadership Team in February, 2016