EXCURSION & INCURSION POLICY

RATIONALE
The school’s incursion and excursion program enables students to further their learning and social skills development in a non-school setting. Incursions and excursions complement, and are an important aspect of the educational programs offered at our school.

Camps
Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. The program provides opportunities for students to express and develop knowledge, skills and values in different environments. Our school camping program promotes self-esteem, resourcefulness, independence, leadership, cooperation and tolerance.

Swimming
Swimming is an integral and essential part of the physical education program. Becoming a confident and competent swimmer is essential to student safety, as well as increasing opportunities for both leisure and sporting pursuits.

PURPOSE
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.

An excursion is defined as any activity beyond the school grounds; an incursion is defined as an activity held within the school. Excursions will be well planned and linked to student learning and outcomes.

ARRANGEMENTS FOR PAYMENTS & PERMISSIONS
- Parent Consent Forms and money requests are to be sent out to parents at least three weeks prior to the event unless negotiated and approved by the Principal;
- Signed permission notes and medical authorisation forms, together with the payment, must be returned to the school by the due date. Students whose permission notes have not been received by the due date will not be allowed to attend the excursion/incursion unless alternative arrangements have been previously organised with the Principal.
- Endeavours will be made to include students in all incursions/excursions in cases where parents are experiencing financial difficulty. Parents 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;
- In the event that an incursion or excursion is rescheduled on another day:
  a) The original permission forms and receipt of payment dates will apply, or
  b) Permission forms may need to be re-affirmed or re-issued, or
  c) At the discretion of the Principal refunds or credits payments may be issued for non-attendance if the student has not been counted for invoicing purposes. If the school is out of pocket no refund will be issued. If the school is not out of pocket a refund may be issued on request.
- The decision to exclude a student on behavioural grounds will be made by the Principal, in consultation with the classroom teacher. Parents of the student will be notified by the school.
TEACHER / SCHOOL RESPONSIBILITIES

- The Principal will ensure that all excursions and incursions comply with the Department of Education and Training (DET) Excursion Policy
- Each class will participate in a minimum of two excursions and two incursions per year;
- A designated “Teacher in Charge” will coordinate each excursion/incursion;
- Incursion/ Excursion Planning and Approval Form must be completed per level by the staff member in charge and left at the office before the class leaves on the excursion. This form will include details of staff and parents attending, the number of students attending, and the names of students not attending.
- The minimum adult-student ratios for incursions/excursions shall be:
  - Day incursion/excursion – 1:20
  - Overnight incursion/excursion – 1:10
  - Local and interstate tours – 1:15
- Parental assistance is encouraged for non-camp events and can be arranged through the ‘Teacher in Charge’;
- Parents selected to assist with an incursion/excursion will require a Working with Children Check.
- The school will provide a first aid kit and ensure a mobile phone is available on all excursions;
- The ‘Teacher in Charge’ will communicate the anticipated return time with the school office in the case where excursions are returning out of school hours;
- The ‘Teacher in Charge’ will ensure incursions/excursions are well spaced and do not clash with other school events;
- Visiting incursion staff will be required to sign in and out in the visitor’s book at the office and be informed of the school’s expectations and processes regarding student safety in relation to visitors
- In the event of an accident or emergency for all incursions and excursions, the ‘Teacher in Charge’ will be responsible for the administration of First Aid and will contact parents as appropriate. In the event that parents cannot be contacted, the ‘Teacher in Charge’ will follow first aid and emergency processes as set out by the school Emergency Management Plan;
- All excursion staff will be inducted with the specific procedures for dealing with emergencies on each excursion based on the school Emergency Management Plan.

DET REQUIREMENTS INCLUDE:
Student Activity Locator (SAL)

Risk Register –

DET proforma –

Parent Consent Forms –

Working with Children Policy -
ADDITIONAL INFORMATION

Camping
Overnight camps must have School Council approval. Please refer to the Camps Policy.

The program is sequential.
Prep and Grade 1 – Morning / Twilight activity
Grade 2 - Sleepover at school
Grades 3 and 4 - Three day outdoor activity program
Grades 5 and 6 a four to five day outdoor activity/cultural/environmental program.

Swimming
The school’s annual swimming program will be organised and coordinated by the Swimming Co-ordinator. All students P-6 will access the swimming program as provided by the chosen learn to swim facility. Parents must provide a completed and signed swimming permission form and have paid the swimming payment in the semester levy for their child to participate in the program.

Students with ear infections, throat infections, colds, papillomas and other contagious infections will not be permitted to participate in the swimming program until they have recovered.

EVALUATION
This policy will be reviewed in November 2017.
This policy was last ratified by School Council in …