



## EXCURSION POLICY

### **RATIONALE:**

To enable student's learning through the provision of real, first hand experiences outside of the school environment.

### **PROCEDURES:**

- Excursions will be planned at year levels and be related to an area of curriculum that is currently being taught
- Excursions need to be discussed at grade level and with the Team Coordinator
- Before proceeding with final arrangements approval must be sought from the Principal/ Assistant Principal
- All costs of the excursion will be borne by parents, unless disadvantaged children are subsidised following consent from the Principal
- All DEECD's excursion regulations will be followed
- Permission and medical forms duly signed by the parents are to be taken on excursions. No child will be permitted to take part in any excursion without this parental consent
- At least two weeks' notice of impending excursions should be given to relevant parents
- A First Aid kit, medication for students with allergies and/ or EpiPens and a mobile phone will be taken on all excursions
- The excursion coordinator (relevant staff member) is responsible for organising bus bookings and placing payment methods in the school 'Ordering' book
- Where appropriate, students need to wear ID labels with the school logo and address facing the outside for the public to view
- The deadline for student payment for excursions is the day before the excursion.

### **MONITORING AND REVIEW:**

This policy was ratified by School Council: **August 2014**

Next policy review: **2018**