

Excursions and Incursions

1.0 Rationale

The school's excursion and incursions program enables students to further their learning and social skills development in an extra curricula and non-school setting. Incursions and excursions complement and are an important aspect of the educational programs offered at Cheltenham East Primary School.

2.0 Goals

- To further extend the children's understanding of the curriculum beyond the school environment.
- To enable children to participate in sporting and cultural activities.
- To extend and enrich their experiences.
- To extend child/teacher relationships and to broaden friendship groups.
- To provide students with opportunities to learn from and ask questions of community experts.

3.0 Implementation

- An excursion is defined as any activity outside the school grounds. An incursion is defined as any activity within the school grounds that complements the learning programs.
- All excursions will follow DEECD guidelines concerning safety issues, staff numbers, supervision and transport regulations.
- The transport of children in private vehicles must also adhere to DEECD guidelines.
- All excursions must be approved by the Principal.
- All excursions should be fully costed and not operate at a loss. Financial arrangements are to be discussed with the Principal and the Business Manager during the approval stage of the excursion.
- Staff are to complete the online Student Activity Locator (SAL) for all excursions at least three weeks before the activity commences so that the location and numbers of the staff and students on excursions are available to the DEECD and Emergency Management should an emergency arise. To access the SAL select the following link: <https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp>
- For excursions in the local area, non seat belted buses can be used. For excursions outside the local area, seat belted buses must be used.
- Major excursions are to be paid for by participating students.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty who wish 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 given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the excursion and the need to finalise payment.
- 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.



Excursions and Incursions

- Should a parent request a refund due to the withdrawal from their child from an excursion they have paid for, procedures outlined in the Refunds Policy shall be adhered to.
- Signed permission by a parent or guardian is required for each class excursion. Copies of completed permission forms must be carried by staff at all times whilst on the excursion.
- A mobile phone and a first aid kit must be taken on all excursions.
- Any parents invited to attend an excursion will be expected to provide evidence of an up to date Working with Children Check. This documentation will be registered and filed at the office.
- Only children who have followed the school Code of Conduct will be invited to participate in school excursions. Parents will be notified if a child will be excluded due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the classroom teacher.
- Permission for local excursions is obtained at the beginning of each year.

4.0 Resources

- Educational Magazines
- Websites/television
- Professional Organisations.
- DEECD School Policy & Advisory Guide
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- Student Activity Locator
<https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp>

5.0 Evaluation

This policy will be reviewed as part of the school's 3 year review cycle.

6.0 End of Document