

DARTMOOR PRIMARY SCHOOL

EXCURSION/ INCURSION POLICY

Rationale:

The school's excursion/incursion program enriches student's education through real life experiences which relates to their learning. Incursions and 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.
- The activities are designed to stimulate and motivate learning, to help children understand the relevance of curriculum to the wider community and to develop social skills in real life change.

Implementation:

- An excursion is defined as any activity beyond the school grounds.
- An incursion is defined as an activity where visitors present to the school community within the school grounds.
- The principal must approve all incursion/excursions four weeks prior to the incursion/excursion. In doing so, the Principal will ensure that all incursion/excursions are maintained at a reasonable and affordable cost, and comply with all Department of Education and Early Childhood Development (DEECD) requirements.
- The designated "Teacher in Charge" of each excursion will ensure that all excursion, bus arrangements and activities comply with Department of Education and Early Childhood Development (DEECD).
- A designated 'Teacher in Charge' will coordinate each incursion/excursion.
- Prior to the incursion/excursion, the Teacher in Charge will develop a budget and present the budget to the principal for approval three weeks before the incursion/excursion.
- Notice of incursion/excursions, including costs, will be distributed to parents at least three weeks before the incursion/excursion is to take place.
- All endeavours will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion/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 incursion/excursions. Parents will be sent notices before the incursion/excursion date reminding them of the need to finalise payment.
- In the case where students are transported to or from excursions via private transport, the driver must provide the school with a current copy of their driver's licence, registration and a certificate of currency from the insurance company.
- Office staff will provide classroom teachers with detailed records on a regular basis (as requested) and class teachers will be responsible for collecting and monitoring the payments made by parents. Where parents pay for excursions or incursions at the school office, this information will be passed on to the class teacher.
- Prior to any child attending an incursion/excursion, parents/guardians must have provided to the school a signed permission form with the parents current contact details. Where students are travelling in private transportation parent/guardians will be required to sign a secondary permission form, which will include the name of the driver and the car registration number.
- The adult to student ratio will be 1:20 for excursions involving chartered buses, for excursions involving any other form of transportation the adult to student ratio will be 1:10
- Information may 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 incursion/excursions.

- The designated Teacher in Charge of each incursion/excursion will ensure that all incursion/excursions, transport arrangements and incursion/excursion activities comply with Department of Education and Early Childhood Development (DEECD) guidelines.
- The school will continue to provide the opportunity for staff to update their first aid skills and will where possible, provide a Level 2 First Aid staff member on each camp.
- The school will provide a first-aid kit for all incursion/excursions. Teachers will take a mobile phone to ensure the group is able to easily communicate as required.
- Copies of completed Permission forms must be carried by incursion/excursion staff at all times.
- A completed class list must be given to office staff on the day of the excursion prior to leaving school. This list should include telephone numbers for the day of the excursion gained from the parents.
- Parents will be encouraged to assist in the delivery of incursion/excursion.
- Parents attending incursions/excursions will be required to have a current and up to date working with children check, as per DEECD guidelines. The school will pay for the associated costs.
- If there is a vast interest from parents to attend the excursion, class teachers will create a roster to ensure that parents who are unable to attend are considered preferentially for the next event.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school incursion/excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an incursion/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.

Bushfire

- A risk assessment will need to be completed for excursions to be conducted in bushfire prone areas.

Evaluation:

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

Date Implemented	October 2016
Approved By	School Council
Review Date	October 2019