

# TALBOT PRIMARY SCHOOL

## EXCURSIONS 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 takes place in the real world.

### *Implementation:*

- An excursion is defined as any activity beyond the school grounds and may be a walking tour or one which involves transport.
- Excursions fall into one of two categories, cultural or curriculum.
- Students will not be excluded from excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be invited 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 indicating the cost and when the payment is due.
- The school will make every effort to send the notices out to parents at least four weeks prior to the excursion.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records as required.
- Each excursion will be coordinated by a designated 'Teacher in Charge'
- Prior to any child attending an excursion which involves transport, parents/guardians must have provided to the school a signed permission form. On enrolment, parents give permission for local walking excursions to occur.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training guidelines and will carry a mobile phone.
- It is expected that a classroom teacher will attend excursions.
- The school will continue to provide the opportunity of teachers who attend excursions to update their first aid skills.
- The school will provide a first-aid kit for all excursions, with an epipen included.
- Copies of individual asthma management plans, where available, will be carried in the first aid kit.

- Permission forms must be carried by excursion staff at all times.
- 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 to the anticipated return time.
- Parents of children involved in excursions may be invited to assist. When deciding on which parents will attend, the Teacher in Charge will give consideration to:-
  - 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
- Children whose behaviour at school is frequently unacceptable will have their participation in excursions reviewed. Parents will be notified when this action is being considered.
- Organising teachers must fill in an excursion planner indicating details of time, place cost and any subsidy that may apply.
- The above information will be provided to the Principal at least four weeks before the scheduled activity.
- The school will register all camps and excursions on the SAL (School Activity Log).
- Parent helpers will not be allowed to be alone with students on excursions unless the school has a copy of their up to date Working With Children's Check.

***Evaluation:***

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

*This policy was last ratified by School Council in....*

2013

***Principal's signature:*** \_\_\_\_\_

***School Council President's signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_