



Excursion Policy

Rationale

Excursions are an integral part of a student's educational program. Teachers are encouraged to seek out and use external resources to support St Michael's teaching program in the key learning areas and in so doing develop depth and quality in the program.

Aim

Excursions are designed to:

- a) expose students to wide-ranging experiences employing a variety of venues support
- b) personnel and facilities
- c) utilize the wealth of local and interstate educational resources
- d) build supportive links between the school and wider community.

Implementation

If an excursion is planned the teacher should first discuss the details with the Principal. After discussion, an Excursion Checklist (See Appendix) is completed and returned to the Principal. A note of explanation with a return slip is to be sent home at least 14 days prior to the excursion. All return slips are to be sent to the secretary's office in the classroom bag. Buses will be ordered by the secretary well in advance (at least seven (7) days notice) is required by Action Buses.

Statement of Agreed Practice for Excursions

- a) Excursions will be linked to the Key Learning Areas.
- b) An Excursion levy has been introduced from 2009 and it is the teacher's responsibility to ensure that excursions are planned regularly within budget.
- c) An integrated risk assessment will be completed for every excursion and given to the Coordinator- See Appendix.
- d) Excursions will be undertaken in accordance with the Catholic Education Office Policy
<https://intranet.cg.catholic.edu.au/StaffServices/Policies/Lists/Policies/Attachments/1266/Excursions.pdf> and in the spirit of St Michael's School Vision Statement.
- e) All students are expected to be involved in the excursions organised for their class.
- f) No student should be excluded because of family financial constraint.
- g) Excursions will be approved by the Principal.
- h) Consent forms will be sent home seeking parent/guardian permission. Full details of the nature of the excursion, detailed itinerary, cost and transport arrangements will be included. (See Appendix)
- i) Medical forms will be sent home seven days prior to the excursion so that all medical information is up to date.
- j) Non-teaching personnel may be asked to assist in the supervision of children (limited to maximum of ten children per supervisor).
- k) Planning and Review of school's major excursions will be undertaken at the beginning of each school year with the planning and review of minor excursions undertaken at the beginning of each school term.

Bus Payments

- When excursions are booked, the office manager calculates the individual cost for each student. The cost of the bus is divided by the number of students in the class.
- The money is collected via the excursion levy.
- If a parent takes their student to the excursion or collects their student from the excursion and a bus has been booked for the class then the money is non-refundable.

Overnight Excursions

The following issues will need to be addressed when undertaking an overnight excursion:

- (a) Number ratio (for supervision).
- (b) Gender ratio for supervision
- (c) Transport - use of reputable company
 - appropriate seating for all
 - use of seat belts is preferable and mandatory where provided.
- (d) First Aid - provision of an approved kit and certified personnel for the excursion.
- (e) Parent/Guardian Information - Appropriate notice (one term for Overnight Excursion, two weeks for local day excursion).

Information should include details of:

1. Nature and purpose of the excursion
2. Venue/Venues/accommodation
3. Contact phone numbers
4. Duration of the excursion
5. Supervision details
6. Itinerary
7. Cost
8. Transport arrangements
9. Organisational/daily living details
10. Specific health or dietary restrictions

There will be no reimbursement of costs for non-attendees, except at the Principal's discretion.

Approved by: St Michael's School Community Council

Date: 2009

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