

# ARMADALE PRIMARY SCHOOL POLICY

## SCHOOL No. 2634

### Excursion Policy

**Authorisation:** By the Armadale Primary School Council on 21<sup>st</sup> October 2013

**Recommended:** By the Curriculum & Policy Sub Committee

**Review Date:** It is recommended that this policy is reviewed by October 2016

#### 1. PURPOSE

1.1 Excursions should be undertaken to enhance or complement aspects of the school or class program. Their purpose is to provide rich learning opportunities and real life contexts for students, which could not otherwise be gained within the normal classroom context.

#### 2. OBJECTIVES

2.1 To stimulate children's learning and curiosity

2.2 To further children's understanding of concepts and topics being taught

2.3 To provide an opportunity whereby children are actively involved in their community so that they are empowered to make a difference

2.4 To ensure a whole school approach to planning and implementing excursions by following agreed guidelines.

#### 3. IMPLEMENTATION

##### The School will

3.1 Provide an excursion levy form to each family prior to the end of each term, which itemises all excursions/incursions for the next term

3.2 Make provision for students whose families are experiencing financial hardships to not be excluded

3.3 Make available the excursion guidelines to parents where appropriate (see appendix A)

3.4 Ensure that there is a transparent process in selecting parents to attend any excursion

3.5 Nominate a Level coordinator/specialist staff or admin to check and approve excursion planning

3.6 Ensure that the following adult/student ratios are adhered to:

Local walking excursions - 1:20

Excursions using private transport -1:20

Excursions using public transport – Foundation & Level 2 - 1:6; Levels 4 & 6 - 1:10

3.7 Notify parents if the return to school time is delayed

##### Staff will:

3.8 Consider all factors when planning and implementing excursions as per Appendices B and C

3.9 Carefully select excursions/incursions that align with the purpose of this policy 1.1

3.10 Give completed excursion plans to the relevant coordinator/Business manager to be approved

3.11 Note excursion dates on calendar in staffroom and on Microsoft Outlook

3.12 Ensure that projected costs for each excursion cover all factors such as staffing, transport, admission prices and incidental costs

3.13 Forward a class list to the office prior to departure on the day, which clearly lists the students attending the excursion

3.14 Ensure that a complete first aid kit, individual Epipens and Ventolin inhalers are taken on all excursions and individual management plans

3.15 Carry teacher copies of the excursion levy permission forms with them on each excursion so that all emergency contact details are accessible

3.16 Evaluate the effectiveness of each excursion to inform future planning

3.17 Exclude children from participating in an excursion if their behaviour is of concern to teachers or if they pose a risk to the safety of themselves or others

3.18 Ensure that there are enough parent helpers and staff to assist with toilet supervision without disrupting allocated duties.

##### Parents will:

3.19 Sign excursion levy forms and return these to school by the requested date

3.20 Volunteer to assist staff and students as required on excursions

3.21 Actively support their child's participation in all school activities

3.22 Contact the Business Manager if a payment plan is required to meet the cost of your child's participation

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- 3.23 Wear a lanyard / badge and a high visibility vests (where appropriate) which identifies them as a Parent Helper
- 3.24 Use the Class reps system to communicate with parents in the class to ensure children are attired correctly for the excursion, for example wearing appropriate footwear
- 3.25 Ensure they have a current Working with Children Check.

### **Students will**

- 3.26 Behave in accordance with the Student Engagement Policy at all times
- 3.27 Attend excursions in full school uniform (unless otherwise directed by the school)
- 3.28 Seize excursion opportunities to deepen, enrich and apply their learning
- 3.29 Be a proud representative of their school
- 3.30 Ensure they will report back to their parents/staff/ coach on duty at all times.

### **4. EVALUATION**

The policy will be evaluated by teachers and parents by observing whether the objectives of the policy are being met through the school program and observations of student behaviours.

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**APPENDIX A  
ARMADALE PRIMARY SCHOOL  
INFORMATION SHEET FOR PARENT HELPERS ON EXCURSIONS**

...../...../20....

Dear.....

Thank you for offering to come along with us on our excursion to .....

on ...../...../....

You will need to bring the following items:

.....

Could you please sign in at the office, collect a badge and report to the classroom teacher by ..... am/pm  
We intend to return to the school by ..... am/pm

Please RETURN the badge and/or high vis vest to the office or teacher at the end of the excursion.

<b>Important Notes for Parents/Guardians</b>
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The school relies on the support of parents through the class representative system and is very grateful for the voluntary assistance that is provided. Please read the following guidelines prior to assisting:

- When assisting on an excursion you are in a position of *responsibility*
- You should assist the teacher in charge in whatever way he/she directs
- It is important to look after and carefully supervise ALL students allocated to you
- Children who are not Armadale students cannot be brought on excursions
- You should return the excursion confirmation form below as soon as possible
- You should be aware that you are expected to comply with the OHS policies of the school (available on the school website)
- Please add your WWCC number here \_\_\_\_\_

Additional information:

.....  
.....

.....(Signature)  
Classroom Teacher

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**APPENDIX B**

**EXCURSION PLANNING FORM**

*(This form needs to be completed at least two weeks prior to the excursion date and given to the Excursion Co-ordinator)*

VENUE			
ADDRESS OF VENUE			
PHONE NUMBER - VENUE			
MOBILE PHONE NUMBER/S ON HAND			
THEME/TOPIC OF EXCURSION			
DATE			
GRADE/S			
TEACHER IN CHARGE OF EXCURSION			
DEPART SCHOOL (Time)			
RETURN TO SCHOOL (Time)			
TRANSPORT TO BE USED			
TRANSPORT COMPANY			
WET WEATHER ARRANGEMENTS			
LUNCH ARRANGEMENTS			
PROVISION FOR NON-ATTENDERS			
NUMBER OF STUDENTS			
NUMBER OF EXCURSION STAFF			
STAFF/STUDENT RATIO			
NAMES OF TEACHERS			
NAMES OF OTHER EXCURSION STAFF			
COST OF CRT IF REQUIRED		OTHER COSTS	
COST OF TRANSPORT		TOTAL COST OF EXCURSION	
COST OF VENUE/ACTIVITY		COST PER CHILD	

<b>OFFICE REQUIREMENTS :</b>			
PLEASE WRITE AN ORDER AT THE OFFICE FOR <u>ALL</u> ELEMENTS OF EXCURSION <i>i.e bus company, excursion provider, etc      Petty Cash (up to \$50.00) can be used for minor items such as icypoles</i>			
DO ANY OF THE COMPANIES REQUIRE PRE PAYMENT?		Yes / No	
<i>if Yes, please ask company for an invoice before the event</i>			
NOTED ON ELECTRONIC CALENDAR		CORRECT STAFF ALLOCATION	
CORRECT COSTINGS		JUNIOR/SENIOR COORDINATOR APPROVAL	

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**APPENDIX C**

**IN SCHOOL VISIT PLANNING FORM**

*(This form needs to be completed at least two weeks prior to the visit date and given to the Excursion Co-ordinator)*

THEME/TOPIC OF VISIT		
DATE		
GRADE/S		
TEACHER IN CHARGE OF VISIT		
PROGRAM START TIME		
PROGRAM FINISH TIME		
COMPANY	PHONE	COST
WILL THIS VISIT BE AFFECTED BY WEATHER?	YES/NO	
SPECIAL ARRANGEMENTS (IF ANY)		
PROVISION FOR NON-ATTENDERS		
COST OF CRT IF REQUIRED		
TOTAL COST OF VISIT		
COST PER CHILD		
NUMBER OF STUDENTS		

<b>OFFICE REQUIREMENTS :</b>			
PLEASE WRITE AN ORDER AT THE OFFICE FOR <u>ALL</u> ELEMENTS OF INCURSION <i>Petty Cash (up to \$50.00) can be used for minor items such as icypoles</i>			
DO ANY OF THE COMPANIES REQUIRE PRE PAYMENT? <span style="float: right;">Yes / No</span> <i>if Yes, please ask company for an invoice before the event</i>			
NOTED ON ELECTRONIC CALENDAR		CORRECT STAFF ALLOCATION	
CORRECT COSTINGS		JUNIOR/SENIOR COORDINATOR APPROVAL	