

ARMADALE PRIMARY SCHOOL POLICY
SCHOOL No. 2634

Excursion/Incursion Levy Policy

Authorisation: By the Armadale Primary School Council on the 2nd May 2016.

Recommended: By the Finance Sub Committee.

Review Date: It is recommended that this policy is reviewed by the Finance Sub Committee before May 2017.

1. PURPOSE

- 1.1 To enhance communication processes and streamline payments made by parents for school excursion and incursions.
- 1.2 To align with the DET School Policy and Advisory Guide.
- 1.3 To reduce the administrative workload in receipting money paid for excursions and incursions.

2. OBJECTIVES

- 2.1 To ensure that the school receives all excursion/incursion payments in a timely and efficient manner.
- 2.2 To ensure parents are aware of the excursion/incursion notification process.
- 2.3 To ensure the notification process complements the School's Sustainability Program, with a paper notice in most circumstances being sent home once a term and copies of the notices also being placed on the website.
- 2.4 To reiterate that the intent of the levy is to only cover the costs of the incursions/excursions.

3. IMPLEMENTATION

3.1 The School will:

- 3.1.1 Send parents an excursion/incursion form towards the end of each term outlining all of the likely charges to be incurred by each child during the next school term. (This figure would exclude payments for *Essential Education items*, camps, food days/special lunches, and children/teams participating in selected sporting events.)
- 3.1.2 Not offer refunds if a child misses a school event due to an absence, given financial commitments made by the school prior to each excursion (e.g. bus costs, booking fees, etc). Any surplus funds remaining at the end of each term would be carried forward collectively for the relevant section of the school and used to lower the excursion levy for the next school term. (In the case of an unforeseen prolonged absence or as a result of special circumstances a refund may be given; this will be at the school's discretion.)
- 3.1.3 Ensure a family is not obliged to pay for an excursion/incursion that their child cannot attend due to special medical circumstances. Students are expected to attend all excursions/incursions. Reasons for non-participation must be communicated via email or letter to the child's teacher.

3.2 Teachers will:

- 3.2.1 Need to plan ahead carefully in each level of the school to ensure that all costs related to proposed excursions and incursions are budgeted. Specialist teachers, in particular PE, will need to liaise with other school staff in order to inform them of upcoming events. This information will be collated on the staff Excursion/Incursion planning form and saved on Staffshare for the Business Manager/Office to collate.
- 3.2.2 Use the teacher permission slip for each excursion during a term to refer to emergency contact details.
- 3.2.3 Provide additional information to parents about each excursion/activity prior to each event.
- 3.2.4 Give parents and the Business Manager/Office two weeks advance warning of the excursion/incursion and its associated costs where planning for a Unit of Inquiry does not take place until mid-term.

3.3 Parents will:

- 3.3.1 Receive a levy form at the end of a term for the following term's incursions and excursions. In some circumstances, parents may receive an additional levy form during the term. This situation will occur where planning for a Unit of Inquiry does not take place until mid-term.
- 3.3.2 Be asked to pay the levy in advance. Payment will be due by the end of the first week of the term in which the excursion/incursions will occur. Where an excursion is scheduled within the first week of a term, all permission forms will need to be returned to the class teacher prior to the excursion.
- 3.3.3 Payment and permission sections will be part of the excursion/incursion form. Parents will complete both forms when making their payment. The office staff will keep one copy containing the payment details and classroom teachers will receive the other copy.

4. EVALUATION

- 4.1 This Policy will be evaluated annually by the Finance Sub-Committee.