



Excursion and In School Visit Policy

PURPOSE

Excursions and In School visits aim to offer children first hand experiences that combine academic learning with social development.

SCOPE

This policy applies to school staff, and all parents and carers in our community:

Excursions and In School Visits will be conducted:

- To reinforce, complement and extend learning opportunities (extra-curricular), 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.
- Give practical hands on experience to classroom topics and programs.
- Provide motivation to concepts covered, therefore promoting learning outcomes through enthusiasm.
- Enable staff to utilise outside community expertise to enhance learning whilst ensuring that students are under controlled supervision from permanent Langwarrin Park Primary School staff.

Offer children opportunities to apply classroom, or non-classroom program learning, or skills, to real situations, such as displays or competitions.

DEFINITIONS

An excursion is defined as any activity beyond the school grounds.

An In School visit is defined as any activity held within school grounds. It is imperative that when outside service providers are employed that students are under controlled supervision from permanent Langwarrin Park Primary School staff.

POLICY

- All excursions and in school visits will be planned and placed on the yearly overview document a year in advance (by the end of Term 4).
- A schedule of excursions and anticipated costs must be submitted to the Leadership Team and school families.

- All families will be given the option of paying an excursion levy at the beginning of the school year, which covers the cost of all planned excursions and in school visits. A permission form covering all planned in school visits can be signed at the time of payment of the excursion levy.
- At the beginning of each year, parents need to sign a local excursion permission form which covers local area walking excursions that do not attract a cost.
- All families will be given four weeks' notice to make payment for excursions.
- All families will be given a reminder one week before the excursion/in school visit.
- If permission form and/or payment has not been received four working days before the due date, the student will not be permitted to attend the excursion/in school visit.
- Office staff will be responsible for managing and monitoring the payments made by the parents and will provide teachers with detailed records on a regular basis for following up.
- Each excursion will be co-ordinated by a designated "co-ordinator."
- Parents wishing children to have medicines administered must complete a medication authorisation form (Refer to school's Medication Policy). School to provide teacher/carer with a document/spreadsheet to be signed by self and student each time medicine is administered.
- Prior to any child attending an excursion, parents/ guardians must have provided to the school a signed permission form and must have paid the costs involved or by arrangement with the Principal or the Principal's Representative by the cut-off date noted on the excursion form.
- The teacher in charge to ensure that the excursion is placed on whole school Activities Calendar, in the school notices team drive.
- The Teacher in Charge of the excursion will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp prior to the excursion departure date.
- Co-ordinators should ensure that a mobile phone is available in the event of an emergency and a first-aid kit for all excursions (Refer to school's First Aid policy).
- A copy of the list of students attending an excursion must be left with the office staff in case of an emergency.
- Where applicable, the classroom teacher must mark their student roll on Sentral, to ensure that office staff are able to access the students who are attending the excursion.
- Copies of completed Permission forms must be carried by excursion staff at all times. **Photo and allergy/medical forms or a list is to be carried by excursion staff at all times, ensuring current emergency contact numbers are included.**
- At the completion of an excursion, all permission forms must be sent to the office for archiving.

When deciding on which parents will attend, the Teacher in Charge will take into account:

- attending parents must have a current Working with Children Check
- any valuable skills the parents have to offer
- sharing opportunity for parents to attend excursions across a year level
- the need to include both male and female parents.
- the special needs of particular students.
- parents selected to assist with an excursion may be required to pay costs associated with the excursion.

REVIEW CYCLE

This policy was last updated on July 2018 and is scheduled for review in July 2020