



Blaxland Public School

EXCURSION POLICY



POLICY STATEMENT

Experiential learning situations outside the school environment are integral to the educational and social learning programs offered at Blaxland Public School.

Excursions provide opportunities for students to consolidate learning concepts, apply knowledge, skills and strategies learnt at school to the relevant non – school setting – the outside environment.

Excursions are an important aspect of developing a student's capacity to make links with what is known and what is partially known. This is essential for learning how to learn, developing enjoyment in learning and knowing how to be independent in learning. These are the key strategies for successful life long learning and the focus of all learning at Blaxland Public School.

STATEMENT of PURPOSE

Blaxland Public School aims to provide an educational environment that:

- integrates learning into the wider community;
- engages students actively in extended learning opportunities not available in a school setting;
- enhances syllabus implementation across all Key Learning Areas;
- extends the personal experiences of students in an educational, social and community setting that will support background information students may draw on to make links in their learning.

DEFINITION

Excursion is any activity organised by the school outside the school grounds.

In school excursion is any activity organised by the school where outside personnel provide for student learning within the school grounds.

Excursion Policy Procedures apply for both outside excursions and activities held within the school grounds.

The School will:

- provide the parents and care givers with details of the excursion;
- provide permission notes, requiring parent / care – giver consent;
- provide medical information notes for parents and care – givers;
- include dates of the excursion, costs and dates due for payment in the newsletter;
- provide prior excursion information through the newsletter's calendar of events and payments due, where possible;
- endeavour not to exclude students;
- remind parents of excursions, payments and permission notes due through the school newsletter;
- determine parent assistance on the basis of skills, gender balance and specific student needs;
- require assisting parents involved with travel to provide licence, insurance details and a signed declaration for child protection.
- provide a mobile phone for the teachers.

The Principal will:

- ensure staff have current Emergency First Aid Care and CPR training for teachers responsible for overnight excursions;
- provide alternative arrangements for families and students experiencing hardship – where financially able
- treat all discussions with a community member as confidential when relating to personal circumstances and or the financial support of the school for their child / children;
- discuss with staff the viability of applications for excursions – considering such aspects as:

- cost
 - school schedules
 - disruption to school programs,
 - educational value
 - parent assistance
 - travel
 - venue details, itinerary of activities, duration of excursion
 - risk analysis and management
 - arrangements for student safety
 - special needs students and specific arrangements, where applicable;
- authorise in school teaching and learning with an alternative teacher for any student deemed 'at risk' due to poor behaviour at school or at any previous excursions by teachers. *This is implemented for the safety of the student personally and not as a punitive measure. Any such action taken would be in consultation with the teaching staff and parents would be notified.*
 - discuss supervision with staff, taking into consideration age, type of excursion, transport, types of activities, behaviour and student maturity, experience and expertise of staff and supporting adults when determining the level of supervision;
 - maintain a register of excursions.

The Teachers will:

- discuss the educational relevance and expected outcomes of the excursion with colleagues and the Principal;
- consider and discuss costs, travel and parent assistance with staff and the Principal;
- provide a designated teacher to coordinate and supervise the excursion;
- support the designated teacher with the organisation of forms for:
 - the application of excursion
 - risk analysis
 - risk management
 - parent / caregiver consent forms
 - medical information forms
 - list of any special needs students and relevant arrangements;
- organise transport and confirm travel;
- provide the principal with the forms for:
 - the excursion application
 - risk analysis and
 - risk management for excursion approval;
- provide students with excursion notes, permission notes, medical information notes;
- provide students with their expectations of student behaviour during travel, at the venue and during activities;
- provide students with information relating to the future consequences of unsafe and or socially inappropriate behaviour;
- let the students know where to return the notes i.e. to the office, directly to their class teacher etc
- provide the principal with the list of any special needs students and relevant arrangements;
- remind students on a class basis that excursion permission notes and payments are due back;
- collect and collate parent consent notes and medical information notes;

- take the medical notes with them on the excursion – noting any specific needs students on a separate list which is carried by the staff at all times;
 - carry the mobile phone with them at all times;
 - inform any assisting teachers, such as Sport and Recreation Instructors of any special needs students and relevant requirements;
 - inform other school bodies that may be affected such as the canteen, Scripture Teachers, Librarian, parent helpers, STLA, District support staff who may be working with a child etc
 - organise playground duties they will be absent for;
 - ensure they have a medical kit;
 - leave a list of students attending at the office;
 - leave contact details of mobile phones and venue etc
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- ensure that personnel working with staff and students are aware that the NSW Department of Education and Training's Policy on Child Protection will be adhered to during the excursion and activities.
 - organise teaching and learning placement and activities for students not attending;
 - not be placed in situations with students that could lead to allegations of improper conduct;
 - brief attending parents on expectations of safety, behaviour, the day's activities, how they can best support, teacher intervention and emergency procedures.

The Office Staff will:

- manage and monitor payments for students;
- provide interim lists for staff to support with student reminders and numbers;
- provide reminders through the newsletter;
- follow – up payments required – where reasonable;
- check with the Principal for special family / student dispensations;
- refund payment for student non-attendance - where able.
(Unfortunately it is the practice of some companies and or venues to preclude refunds due to non attendance)

The Students will:

- understand that inclusion in a safe, happy and informative excursion requires socially appropriate and cooperative behaviours, including the handling of animals such as at a farm etc;
- understand that if unable to attend an excursion due to poor behaviour which could result in risks to their own safety and / or to the safety of others they will remain at school to continue their learning activities in order to ensure their safety;
- provide their parents with notes sent home by their teacher;
- bring signed notes back to the school as requested;
- take payments to the office on arrival at school and place them in the designated tray – as explained by teachers;
- be responsible for their behaviour and belongings during the excursion;
- let the teachers know if they are feeling unwell, have not eaten or unsafe;
- know and understand that there is a due date for the return of permission notes and money;
- know and understand that permission notes, medical forms and payment are required in order to attend excursions;
- know and understand that if they have been absent their teacher and the office will accept late returns;
- know that if there is a problem that their parents can come and see their teacher or the Principal

The Parents / Caregivers will:

- sign and return parent /caregiver's permission notes by the due date;
- return payment to the office by the due date;
- return medical information forms;
- know they may seek financial dispensation in certain circumstances and feel comfortable knowing that their child's teacher or the Principal will treat the matter with the greatest of understanding and confidentiality;
- support their child with requirements and needs for a safe and happy excursion;
- provide the school with any information they believe is relevant to the well being of their child;
- ensure all belongings are well marked;
- ensure students do not take any personal belongings that will cause great distress if lost.

SCREEN FILMINGS

LIVE PERFORMANCE must be:

- age appropriate – General Rating (PG will require parent permission)
- previously viewed by a teacher and or Principal
- approved by the Principal.

Parents have the right to withdraw their child from the screening or performance.

SPECIAL REQUIREMENTS

Excursions that require protective wear such as hard hats must be worn by teachers and students.

SWIMMING OR WATER ACTIVITIES

Please refer to Guidelines for the Safe Conduct of Sport and Physical Activity.

- Parents are requested to inform staff of the swimming ability of their child/children and supply flotation devices, if appropriate. Non swimmers without flotation devices will not participate in water activities on an excursion due to safety issues.

ADDITIONAL ACTIVITIES

Students will not participate in any unplanned activities for which parent permission would be required.

TRANSPORT

- Public Transport and private bus companies should be used for the transport of students where possible.
- Blaxland Public School will endeavour to hire buses with seatbelts for excursions.

WALKING

- Principal permission is required to walk to a venue close in proximity to the school.

- Risk analysis and management processes to be implemented.

PRIVATE CAR

- To occur if alternative transport is not viable or available.
- Parent permission is required.
- The school must sight current drivers' licences and registration papers prior to the students being given permission to travel.
- The number of students must not exceed the number of seatbelts.
- Students must wear seatbelts.
- All parents transporting students must complete a Prohibited Employment Declaration Form.

LOST PROPERTY

- Generally the NSW Department of Education and Training will not accept liability for the loss of personal belongings on an excursion.