

CAMPS AND EXCURSIONS POLICY

RATIONALE

Lucknow Primary School's camps and excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our school.

AIMS

- To reinforce, complement and extend learning opportunities 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.

IMPLEMENTATION

- An excursion is defined as any activity beyond the school grounds.
- School Council must approve all excursions. In doing so, School Council will determine a schedule of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DE&T requirements.
- The schedule of excursions, including costs, will be distributed well in advance of the event.
- School Council will determine an 'Excursions Levy' each year. Parents can bulk pay for the year's excursions or pay per term as they occur. To assist in this matter, parents have an opportunity to apply for the Camps, Sports & Excursions (CSE) fund from the Department.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised before the departure date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each excursion.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information for School Council Approved Excursions" form, and must have paid the costs involved.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training guidelines.
- The online DE&T 'Notification of School Activity' proforma will be completed as required at :
www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all excursions.
- Copies of completed Permission forms, and signed "Confidential Medical Information for School Council Approved Excursions" forms must be carried by excursion staff at all times.

- All parents of prep children will be invited to attend the major prep excursion each year. Parents of children involved in all other excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
 1. any valuable skills the parents have to offer. eg. bus licence, first aid etc.
 2. the need to include both male and female parents
 3. the special needs of particular students.
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion.
- We support all students to attend excursions and camps. If there is a significant safety risk determined by the class teacher that will affect an individual student attending, parents will be notified and invited to participate in discussion about the suitability of the excursion for their child's participation.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.
- All excursions require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include: -
 1. the educational aims and objectives of the excursion
 2. the names of all adults attending and their expertise and experience
 3. travel arrangements and costs
 4. venue details and an itinerary of events
 5. procedures followed to ensure the safety of the children.
- The above information will be provided to the Principal at least a week before the School Council meeting date.
- Junior School students will attend a one day major excursion each year. Years 3 and 4 students will attend a three day excursion each year. Year 5 and 6 students will attend a three to four day major excursion each year.

EVALUATION

This policy was last reviewed in May 2018 and is due for review in 2021.