1. **DEFINITION**

An excursion is defined as an activity organised by the school whereby students leave the school grounds to engage in educational activities. An incursion is defined as an activity organised by the school, whereby an outside body is employed to come into the school to run an educational activity for the students.

2. **PURPOSE**

2.1 To ensure that all school excursions are well planned in accordance with guidelines set out in the *Schools of the Future Reference Guide*.

3. **BROAD GUIDELINES**

3.1 Prior to the conduct of all excursions, the approval of the Principal must be obtained.

3.2 The Teacher organising the excursion/incursion is required to complete the ‘Excursion/Incursion Application Form’. This form is to be given to the Principal before any form of bookings are made. Approval will not be given until this form is submitted.

3.3 Before approving an excursion/incursion, the Principal will consider the following:

- The contribution of the activity to the school curriculum.
- The adequacy of the planning, preparation and organisation.
- The adequacy of student supervision (One adult per 20 students, excursions only).
- The cost

3.4 It may be appropriate on some occasions for a teacher to submit one ‘Excursion Application Form’ to cover a series of excursions e.g. Inter-School Sport, Swimming Program, and Sports Training.

3.5 School Council is responsible for the approval of overnight excursions, camps, interstate visits, excursions involving weekends or vacations.

3.6 Parents/guardians must provide written approval for their child(ren) to take part in an excursion.

3.7 Parents/guardians must be given sufficient information about the excursion/ensure signing a consent form.

3.8 Consent/permission notes, which contain medical and emergency contact information, need to be taken on all excursions. It is the responsibility of the Level Leader to ensure these are taken.

3.9 Unless otherwise directed by the Principal, the Level Leader will be in charge of the excursion/incursion.

3.10 All children will participate in all incursions unless requested otherwise.

3.11 A School Council approved levy will be charged at the beginning of each year to cover class excursions/incursions/late stays and sleepovers. All outstanding fees will be invoiced to families.

3.12 **Excursion Guidelines for Parents**

- All volunteers must have a working with children’s check as per the Student and Staff Safety Policy Teachers will approach parents to assist with excursions.
- Parents attending are to assist and support staff members and all the students participating, not just their own children.
- Children who would not normally be attending the excursion/incursion are not to accompany parents.
- Parents attending the excursion/incursion are under the direction of the classroom teacher or teacher in charge and will carry out specific duties as outlined below.
- In accordance with departmental guidelines and school priorities, the number of parents accompanying the excursion shall be determined by the nature of the excursion and students’ age.

**Specific Duties for Parents**

Assist the teacher with general supervision of the students. This will involve

- **Supervising student behaviour of a group of students throughout the course of the excursion, under the teacher’s direction (in line with normal school rules).**
- Liaising with the teacher with regard to major discipline problems.
- Assisting with lining students up, accompanying students to the toilets, supervising students during lunch and ensuring correct disposal of litter.
- Liaising with teacher with regard to the appropriate times to have coffee or tea breaks.
- Staying in contact with the teacher whose grade you are accompanying.
- Working in conjunction with the teaching staff at all times to ensure the safety and wellbeing of the entire group.