



Theodore Primary School

Excursion and Outdoor Education - Procedure

Rationale:

- The school's 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:

- Excursions are regarded as an integral part of learning for ALL students K-6. They included all activities provided outside of the school premises (local, interstate excursions, overnight camps and cultural shows provided by outside entities at the school).
- The principal and/or the Department of Education must approve all excursions.
- The principal and staff will determine a schedule of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and are thoroughly planned and conducted in a manner that complies with all Department of Education requirements (see: DET policy on Index)
- A schedule of all intended excursions, including costs, will be distributed in the second school newsletter each term, and will be updated on a needs basis.
- Students will not be excluded from excursions 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.
- A small amount of funds will be available to assist families experiencing financial difficulty. A maximum of 50% of the cost of each excursion per child will be available for parents who need to access this assistance.
- All families will be provided with all excursion details and 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 be unable to attend unless alternative payment arrangements have been organised with the Principal.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- 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.
- An appropriately designated 'Teacher in Charge' will coordinate each excursion.
- Classroom teachers will be given the first option to attend excursions.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- Parents of children involved in 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 –
 - Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 - 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.
- 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



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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.

- Excursions will be postponed or cancelled if the weather, conditions or other factors create potential risks.
- Camps are organised on a rotation basis. Years 3 and 4 camps are late in Term 3 or in Term 4 and Years 5 and 6 are in Term 1 or early in Term 2. In odd years Years 3 and 4 go to Jindabyne and Years 5 and 6 to Kianinny. In even years, Years 3 and 4 go to Birrigai and Years 5 and 6 to Borambola. Camps are booked the previous year.
- There will be a minimum of 2 excursions/camps per year level as well as a minimum of 2 cultural shows at the school.

Procedures:

1. Excursion – An idea is discussed with all members of a teaching team to gain their approval.
2. Team ideas are discussed with the team's supervisor where sufficient information is provided then the idea can be taken to Executive.
3. The Executive will ensure the idea does not clash with other school activities of which that team may be unaware.
4. The excursion/camp approval form is sent to the principal along with provisional costing.
5. If the excursion/camp is approved a copy is given to the Office manager to establish ledgers and to gain transport costs.
6. The "Teacher in Charge" can now make bookings or confirm tentative bookings and complete notes.
 - a) For local 1 day excursions this stage needs to be completed with copies of parent notes to the principal at least 5 weeks prior the excursion date.
 - b) For outdoor experiences this stage needs to be completed with parent notes and Mandatory Outdoor Education Approval, 6 weeks prior to the excursion date.
7. A gender balance of adults for mixed groups of boys and girls should be adhered to for overnight experiences.
8. In advising parents of excursions details given should include:
 - Times and dates of departure and return
 - Destination
 - Mode of transport
 - Supervision
 - Purpose of excursion
 - Teacher in charge and accompanying teachers' names
 - Costs and suggestion of payment in instalments
 - Equipment and clothing needed

For overnight camps additional information should include:

- Accommodation arrangements
 - Special rules and means of contact
9. Organisation:
 - A list of participating students given to DP and front office
 - Procedure for advising parents of return delays
 - Canteen informed
 - Playground duties to be covered discussed with playground co-ordinator
 - List of non-participating students given to DP or Exec teacher
 - Mandatory ratios to be addressed
 - First aid officer to attend with adequate first aid kit and mobile phone.



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10. Forms:

- a) Consent
- b) Medical
- c) Authorisation for the teacher in charge to make arrangements for the welfare of a student who requires medical attention
- d) An agreement to the student being under teacher authority for the duration of an excursion/camp empowering the teacher to send the student home at the expense of the parent if behaviour circumstances warrant action.
- e) Agreement to private transport if required by teacher/parent as necessary.

| Category | Category Description | Gender balance | Minimum Supervision Ratios | Parent Consent and Medical Forms |
|----------|---|-----------------------------------|---|---|
| A | Vicinity of the school /variation to normal activity | Not required | 1 teacher per class group | Notification sent to parents |
| B | Within the ACT | To be considered by the principal | 1 teacher per class group | <i>Excursion Medical Information and Consent form</i> |
| C | Day travel beyond the ACT | To be considered by the principal | 2 adults per class group including 1 teacher | <i>Excursion Medical Information and Consent form</i> |
| D | Overnight accommodation: Single gender Mixed gender | Not required Required | 1 adult per 20 students with a minimum of 2 adults per excursion. Teachers must comprise at least half the number of accompanying adults. | <i>Excursion Medical Information and Consent form</i> |

Evaluation:

- This procedure will be reviewed as part of the school's four-year review cycle.

This procedure was last reviewed by the School Board in June 2009