THE LAKES SOUTH MORANG P – 9 SCHOOL
EXCURSION POLICY

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 learning environment.
• 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.
• A local excursion permission form will be provided to all parents who enrol students in the
school. It will also be handed on to parents at the beginning of each school year. This form will
include permission to attend local events, the school swimming and athletics carnivals.
• The Curriculum Executive and the Events Committee must approve all excursions. In doing so,
Events 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 DEECD requirements.
Information regarding excursions will be presented to School Council.
• The schedule of excursions, including costs, will be distributed in editions of the school
newsletter and on the school website, and will be updated on a needs basis.
• School Council will determine an ‘Activities Component’ as part of the School Materials
Charges collections each year. Parents can pay for the relevant activities as they occur. To assist
in this matter, parents have an opportunity to sign over their “EMA” cheque if applicable.
• 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 Finance Manager or the Principal.
Decisions relating to alternative payment arrangements will be made by the Finance Manager or
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 and information will be placed in the newsletter or via SMS
reminding them of the need to finalise payment. Students whose payments and approval notices
have not been finalised at least 5 days before the departure date will not be allowed to attend
unless alternative payment arrangements had been previously organised with the Finance
Manager or Principal.
• Office staff will be responsible for managing and monitoring the payments made by parents and
will provide teachers responsible for the excursion with detailed records on a regular basis.
• A designated ‘Teacher in Charge’ will coordinate each excursion.
• Prior to any student attending an excursion, parents/guardians must have provided to the school a
signed permission 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 DEECD guidelines. The “Notification of
School Activity” form will be completed and forwarded to the DEECD (if required) three weeks
prior to the excursion departure date. The teacher will also ensure that all Risk Assessment
information is logged and filed.
• The staff member arranging the excursion will ensure that all buses that have been booked will be fitted with seatbelts. Students will not be allowed to travel on a bus without adequate safety provision.
• Relevant teachers will be given the first option to attend excursions.
• The school will continue to provide the opportunity for teachers to update their first aid skills.
• The school will provide a mobile phone, a cabcharge and a first-aid kit for all excursions.
• Copies of completed Permission forms must be carried by excursion staff at all times. A second copy of each form will remain at school and be left at the front office.
• 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.
• All excursions require Curriculum Executive and Events approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to Curriculum Executive and Events 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 Events representative at least a week before the meeting date.

Evaluation:
• This policy will be reviewed as part of the school’s three-year review cycle.

This policy has been ratified by School Council 17/06/2014