



EXCURSION AND INCURSION POLICY

Rationale:

The school's excursion and incursion programs enable students to further their learning and social skills development in a non-school setting. Excursions and incursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

Overview:

- Parental consent is required for all excursions and incursions.
- A permission form MUST be completed.
- Charges relating to all excursions and incursions are to be paid in advance.
- Students must meet the requirements of the College in regard to uniform, behaviour and work set in relation to camps.
- Students who are unable to take part may be required to attend school as usual.

Refunds:

- On site activities and incursions at the College will not be refunded in the case of absence or withdrawal. With written request of a parent the receipted amount will be transferred to another outstanding charge.
- One day excursions will not be refunded in the case of absence or withdrawal.

Aims:

Excursions and incursions (in school excursions) form an essential part of the College Curriculum. Worthwhile, educational excursion and incursion experiences are planned as part of the learning program to provide students with first hand experiences to assist in the development and understanding of the world around them; develop observation, reporting and recording skills, and enhance learning programs.

Excursions and incursions must be fully cost neutral unless prior agreement is sought from the Finance Committee.

Implementation:

- The Principal of the Campus will be responsible for the implementation and supervision of this policy and ensure that all excursions are conducted within Government and School Council guidelines.
- Teachers must comply with the requirements for excursions as set out and as detailed in the School Reference Guide and relevant memorandums.
- Excursions and incursions should be integrated with learning and teaching experiences.
- Incursion or excursions (including visiting groups) for which students are required to pay will be carefully monitored and costs kept to a minimum. It is recommended that one is held per term.
- Parents must be notified at least two weeks prior to an event.
- Parents are required to hold a current WWCC (Working With Children Check). Parents with a WWCC may be invited to assist staff on excursions.
- A full costing of the event must be provided to the Principal of the Campus for signature before the event, costs must include CRT cover etc



- In the absence of a reply, teachers should discuss the situation with parents, clarifying any concerns or financial difficulties.
- Teachers should also seek to find out whether parents require financial assistance with payment.
- A First Aid Kit, signed permission indemnity notes with emergency contact phone numbers and a mobile phone will be taken on all excursions.
- All records of excursions and incursions must be presented to the office prior to departure. The office must also be advised of the placement of students not attending the excursion.

- Full school uniform is a requirement for all excursions unless otherwise specified.
- Event organisers must ensure that excursions and incursions are carefully calculated to avoid a loss. All costs of the excursion will be borne by parents, unless disadvantaged children are subsidised following consent from the Principal.
- A Forward Planning document must be submitted for all excursions and incursions.
- Excursions will not be approved for the month of December except in certain circumstances for students enrolled in Outdoor Education classes.

Evaluation:

This policy will be reviewed annually at the conclusion of the school's camps program

This policy was last reviewed in February 2015