

# COATESVILLE PRIMARY SCHOOL

## Excursion/Incursion Policy

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### 1. **Purpose:**

Coatesville Primary School believes in enriching your child's education through real life experiences which relate to their learning. These activities are designed to stimulate and motivate learning, to help children understand the relevance of curriculum to the wider community and to develop social skills in real life settings

### 2. **Aims:**

- 2.1. To reinforce, complement and extend learning opportunities beyond the classroom.
- 2.2. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

### 3. **Guidelines:**

- 3.1. An excursion is defined as any activity beyond the school grounds.
- 3.2. An incursion is defined as any activity inside the school grounds conducted by people other than Coatesville Primary staff.
- 3.3. Level Leaders must approve all excursions and inform school leadership in writing one month prior and inform parents, in writing, at least 2 weeks in advance of the activity.
- 3.4. Incursions, excursions, guest speakers and costs associated with these (bus travel, entrance fees, and administration) are included in the "Parent Supported Materials & Services charge" set each year by School Council and as such are non-refundable.
- 3.5. A designated 'Teacher in Charge' will coordinate each excursion.
- 3.6. Prior to any student 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.
- 3.7. Prior to any student participating in an incursion, parents/guardians must have paid the costs involved.
- 3.8. 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.
- 3.9. 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 "Notification of School Activity" form will be completed and forwarded to the Department of Education and Training (if required) three weeks prior to the excursion departure date.

3.10. Coatesville Primary encourages and welcomes parental/community involvement and as such, parents of students involved in excursions may be invited to assist in the delivery of the excursion/incursion. 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.
4. Current Police Check

3.11. Only students who can function within the parameters of the school values will be able to participate in school excursions/incursions. Students may be excluded if their behaviour falls outside these guidelines. 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.

#### **4. Implementation:**

4.1. Level Leaders will determine a schedule of excursions for the school year which comply with all DE&T requirements.

4.2. An outline of excursions, /incursions (one per term), will be distributed in a February edition of the school newsletter, and will be updated on a needs basis.

4.3. At Coatesville Primary we do not exclude students for financial reasons. Parents experiencing financial difficulty will be invited 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.

4.4. All families who have not paid their Materials and Services charge will be required to pay for individual excursion. /incursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Students whose payments have not been finalised at least 24 hours before the departure date will not be allowed to attend unless alternative payment arrangements have been previously organised with the Principal.

4.5. Students failing to return a signed permission form will be excluded from the excursion/incursion.

4.6. 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.

4.7. Parents bringing other children are not to be used as supervising adults whilst on excursions/incursions.

4.8. Students will be required to wear full school uniform on all excursion/incursions unless advised differently.