

# Excursions and Incursions Policy

## 1. *Rationale-*

Excursions and incursions at Pakenham Springs Primary School support the school curriculum. Excursions and incursions provide the students with educational, physical and social experiences to complement experiences provided in the school environment. Excursions and incursions enhance and support the delivery of the learning programs of the school.

For the purpose of this policy, an excursion is defined as an activity organised by the school whereby students leave the school grounds for the purpose of engaging in educational activities (i.e. trips to a venue off school premises, sport, walks in the local area.) Excursions do not include an overnight stay. Whilst camps are technically excursions, these require School Council approval and require a different level of planning. Camps and other activities which require School Council approval will be addressed more specifically in the school's Education Outdoors Policy.)

An incursion is defined as a special activity organised by the school on the school premise for the purpose of engaging in educational activities (i.e. performances/presentation by a group in the school).

At Pakenham Springs Primary School we believe that:

- excursions and incursions complement the school's learning programs through participation in real-life experiences
- excursions provide learning opportunities outside the classroom
- excursions and incursions support the school's student wellbeing endeavours
- excursions and incursions provide enjoyable learning experiences for the students, usually not available with the classroom structure
- excursions and incursions promote an appreciation of different learning environments
- excursions and incursions allow students to practise appropriate behaviour in a variety of situations and settings
- excursions and incursions provide opportunity for students to develop organisation, persistence, getting along, confidence and resilience skills.

## 2. *Purpose of Policy-*

The purpose of the Pakenham Springs Excursion and Incursion Policy is to ensure that these events are organised and conducted in strict accordance to Department guidelines to minimise the level of risks these activities involve.

## 3. *Implementation Guidelines-*

The following guidelines are essential to the purpore of the Excursion and Incursion Policy being achieved:

- All excursions and incursions will be planned in accordance with Department guidelines and regulations.

- All details of proposed excursions and incursions (i.e. dates, venues, classes involved, yard duty changes) will be presented at a Leadership meeting and details recorded on the school's master calendar.
- All students will have the opportunity to participate in the excursion and incursion program as detailed below.
- Parents are required to meet the costs associated with having their child participate in excursions and incursions.
- During the term in which a camp is held, the sub-school/specialist teachers will not organise any other excursion or incursion which involves a major cost to parents.
- The teacher in charge of the organisation of the excursion and/or incursion may recommend to the principal the exclusion of any student, due to special circumstances. The principal will make the final decision regarding a student's exclusion.
- Any student whose behaviour jeopardises the safety or wellbeing of another student or teacher on an excursion may forfeit the right to attend future excursions. Parents will be notified of the incident and discussions will be held which clearly outline expectations and the action to be taken. A parent/carer may be requested to collect a student from an excursion if the teacher-in-charge deems it necessary.
- Any student whose behaviour jeopardises the safety or wellbeing of another student or teacher on an incursion will be removed from the activity. The child will be sent to the principal and have his/her parents contacted. No refund will be available should this occur as the calculations for the cost of the incursion will have been finalised.
- A credit will only be issued if the student is absent due to illness on the day of the excursion/incursion (medical certificate required).
- Parent assistance may be sought to assist in the running of excursions.

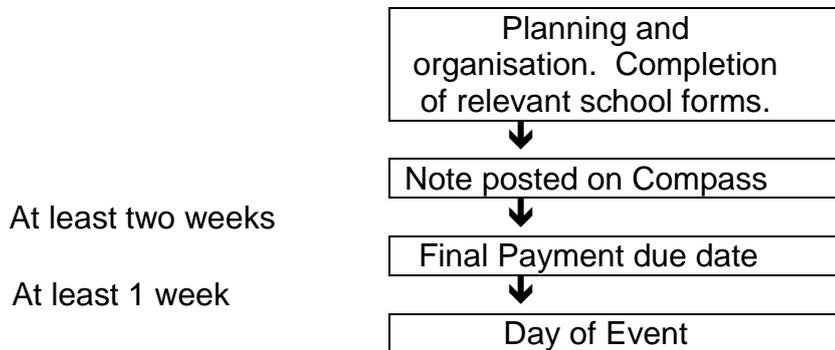
#### **A. Planning:**

At the beginning of each year, Professional Learning Teams, in liaison with Specialist teachers, will consider the planned excursions and incursions, and other costed events (i.e. Life Ed, interschool sport) on the Whole School Calendar of Events. This planner will allow the school to develop and communicate to parents a systematic scheduling of events and the collection of money.

#### **B. Organisation**

The overall organisation of each excursion or incursion is the responsibility of the Professional Learning Team or relevant Specialist teacher, in consultation with the Assistant Principal (Daily Organisation).

In organising an excursion or incursion the following time line must be adhered to:



To assist in the planning of the excursion or incursion, a school level Excursion/Incursion form has been developed. This form and associated checklist must be completed and presented to the Assistant Principal (Daily Organisation) prior to the note being prepared and posted on Compass for parents.

In the note to parents, the last date for the acceptance of payment must be clearly stated. If there is limited space on the activity, this should be clearly stated in the information sent to parents and it should be clearly stated how students will be selected (i.e. “first in, best dressed basis”; random draw etc.)

If the parent is having difficulty paying the amount involved, an option of paying off the amount or deferring the payment will be made available. This arrangement must be organised prior to the closing date for the collection of money.

No payment will be accepted after this date, unless these prior arrangements have been made or exceptional circumstances exist (i.e. Student being away from school for an extended period, student is a new enrolment to the school, the activity is going to run at a loss).

### C. Staffing

Staff for an excursion or incursion will generally come from the sub-school in which the excursion or incursion is being organised.

If specialist teachers are asked to assist on the excursion or incursion, negotiation will be made regarding the impact this has on their timetable.

Where a specialist teacher does attend an excursion or incursion, the sub-school which is on the excursion or incursion may forfeit their specialist teacher lesson for that week. Other classes who have lost their specialist teacher lesson (but are not involved in the excursion or incursion) will have their lesson slotted in to the times now available during the week due to the cancellations. If the Specialist teacher ends up with more than their “normal” APT allocation, they will make this time available to the sub-school in which the excursion occurred.

If a class normally has a specialist teacher program on the day of the excursion or incursion and the support teacher isn't involved in the activity, the specialist lesson will be cancelled. A time table swap may be considered under these circumstances, however this is not a guaranteed outcome.

When other school organised events impact on the specialist teacher timetables, timetable changes may occur where there is a significant disruption to the specialist program. Any changes will be at the Leadership team's discretion and will be negotiated with the teacher(s) involved. In the scheduling of whole school events, every attempt will be made to ensure as even a spread as possible across the days of the week over the year to ensure the impact is shared across the school.

Staff arrangements will be made to cater for students with special supervision needs. Where an integration student is involved in an excursion, this matter will be negotiated with the person in charge of the school's integration program. This person will negotiate with all class teachers who will be effected by this request.

#### **D. Selecting Parents to Attend Excursions:**

Parent assistance will be utilised to assist teachers on excursions, as required.

The following procedure will be utilised to select parent helpers to attend excursions.

1. On the notice informing parents about the excursion, a note will be included indicating that parent assistance is required on the excursion. Parents will be asked to indicate their availability by speaking to their classroom teacher.
2. The class teacher will pass the names of parent volunteers to the excursion organiser. The class teacher will indicate suitability of the people who have indicated interest in attending. Where possible, parents from each class involved in the excursion will be selected.
3. Following this process, if the number of applicants is more than the number of positions, names will be drawn from a ballot.

Where possible and appropriate, arrangements will be made to allow extra parents to attend at their own cost, through their own transport.

All parent helpers will sign in using Compass on the morning of the excursion, and will wear the identifying lanyard at all times on the excursion.

#### **D. Badges and Uniforms on Excursions**

Uniforms must be worn on all excursions. The note to parents regarding the excursion must mention this. Hats are essential on all excursions and incursions taking place in Term 1 and Term 4.

Badges/stickers are to be worn on all excursions by Junior School students. Badges/stickers are to have the school logo, school name, address and phone number on them. A set of badges will be available from the office for excursions.

#### **4. Evaluation-**

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A review of the Excursion and Incursion Program is undertaken annually by the Leadership Team and is tabled for approval by School Council each year.

This Policy was last reviewed in April 2019 and is scheduled for review in April 2020.