

# ON SITE & OFF SITE EXCURSIONS POLICY

## Definitions:

**On Site Excursions** are activities that involve visitors who provide a learning experience/s for students at the school.

**Off Site Excursions** are organised and supervised educational experiences provided for children beyond the local community that do not involve an overnight stay.

## Rationale:

On site and off site excursions encourage a deeper understanding of how the world works. This policy enables students to extend and enhance their learning with experts and resources beyond the immediate school community. These experiences are a valued aspect of the educational programs offered at APS.

## Aims:

To:

- Reinforce, complement and extend learning and understandings beyond the classroom.
- Provide authentic experiences that support the school's curriculum program.

## Implementation:

1. The Principal is responsible for ensuring that excursions are appropriately planned in accordance with Department policy and guidelines.
2. School Council determines the annual 'Excursions Levy' each year. Parents may make a single payment for the cost of the year's excursions. Payment plans are available. To assist with this payment, eligible families may apply for the Camps, Sports and Excursions Fund (CSEF) provided by the Government.
3. The school endeavours to include all students, regardless of financial situation. Parents who wish for their children to attend an on sit/off site excursion who are experiencing financial difficulty, are advised to discuss their situation with the Principal. The Principal makes decisions relating to alternative payment options on a case-by-case basis.
4. School Council prefers that students travel on buses fitted with seatbelts if available.
5. A designated 'Teacher in Charge' coordinates each incursion/excursion.
6. The 'Teacher in Charge' provides an itinerary of an off site excursion to the Principal, including the location of staff and students.
7. If approved by the Principal, the online Notification of School Activity form is submitted three weeks prior to the excursion.
8. Excursions are planned and communicated to parents in a timely manner (a minimum of 2 weeks) via class newsletters and/or notes home and/or the school newsletter.
9. Parents/guardians must provide the school with a signed permission form, with emergency contact details, prior to any child attending an excursion.
10. Students are supervised by members of the school teaching staff on excursions except in exceptional circumstances where parents may take their children on extra- curricular excursions due to the small number attending e.g. chess.

11. A record of telephone family contacts and permission forms for all students and staff attending the excursion is taken on each excursion.
12. Staff must carry a First Aid Kit and necessary medications (e.g. EpiPen) on the excursion with them and details of students with medical conditions.
13. Parents may be invited to assist on excursions. Parents who accompany students on excursions are required to provide a 'Working With Children's Check'.
14. Students who do not attend excursions are provided with suitable alternative activities.

**Evaluation:**

This policy is to be reviewed as part of our school's three-year review cycle.

This policy was last ratified by School Council in ...

**August 2015**