

Dorset Primary School No.5132

EXCURSIONS POLICY

PURPOSE:

Excursions form an integral part of our school curriculum. They provide meaningful, real life experiences for our students within and beyond the school environment.

BROAD AIMS:

1. To provide motivation and stimulus for learning situations
2. To support existing classroom education programs
3. To foster co-operation and group identity

GUIDELINES:

- Excursions should be planned with the knowledge, involvement and overview of the Principal or his/her nominee
- An excursion checklist must be filled in by the teacher in charge of an activity, prior to the activity taking place and left at the office on the day before departure
- Arrangements for children not attending the excursion and absences must be left at the office on the day of the excursion
- Procedures should be within the regulations established by the DEECD
- Excursions should be self-funding
- Arrangements may be made by the Principal or his/her nominee so that a student in genuine financial need may attend
- When planning an excursion consideration should be given to the spread of parents/guardian's costs throughout the year
- If possible, excursions should be planned to avoid staff losing their minimum Administration Preparation Time
- All students are expected to conform to rules and regulations set down by teachers and obey specific rules of excursion venues
- Students must wear identifications tags whilst on an excursion beyond the school environment
- Where practical, school uniform should be worn on an excursion, including school hats in accordance with our Sun Smart Policy.
- A permission form must be completed by a parent/guardian for each student, to cover excursions in the local area
- Guidelines to parents/guardians attending an excursion will be forwarded prior to the activity taking place
- All parents/guardians attending an excursion must have a valid current Working with Children check.
- Ballot for parents attending excursions.
- First Aid Equipment, including Epipens (where necessary) are to be taken on excursions.