



EXCURSION POLICY

Excursions, including in school activity days (eg. Reflection Days, Sports Competition Days, Drama Performances) are seen as an integral component of the total learning experience of all students. The cost of the excursion is included on the school fees account in Terms 2 and 3. However, the following procedures must be followed by teachers wishing to take classes out of lessons:

PROCESS FOR APPROVAL OF EXCURSION

1. Suggestions for an excursion should firstly be discussed with the relevant Leader of Learning.
2. The teacher planning the excursion is to complete the Excursion Proposal Form using the following guidelines:

NUMBER OF TEACHERS:

As a general rule, there would be one teacher for every twenty students. In exceptional circumstances, this may be varied after consultation with the Assistant Principal.

CHOICE OF TEACHERS:

Appropriate staff to choose would be:

For a Year Level excursion:

- (i) Pastoral Care Teachers
- (ii) Teachers who do a considerable amount of teaching on that particular Year Level

For a Subject Excursion:

- (i) Teachers of the classes going out on excursion
- (ii) Other teachers of that subject
- (iii) Learning Support staff may need to attend the excursion if the group includes high support students or a group of special needs students

NB: Where "extra" teachers need to be chosen, this should be discussed with the Assistant Principal.

3. The form is to be signed by the relevant Leader of Learning and Assistant Principal.
4. Proposed bus travel should be set out on the appropriate form that is submitted with the excursion application.



5. The form is to be signed by the Assistant Principal.
6. Booking arrangements are then to be finalised, and copies of the completed form given to the Assistant Principal.

PROCEDURE TO INFORM PARENTS

A letter will be sent home to parents via their daughter. It will contain:

- Objectives of the excursion
- Appropriateness of course work. E.g. in accordance of HSC requirements
- Date of the excursion
- Times of departure from school and from excursion
- Modes of transport to and from (and during) the excursion
- Itemised costs involved and permission for amount to be charged on Term 2/3 school fees account, and advice to families where the students must pay in advance (list provided by Assistant Bursar each semester)
- Eating arrangements
- Supervision arrangements
- Specification of details about any swimming/water activities planned for the excursion, including information about the facilities to be used
- Provision for parent or guardian to indicate whether:
 - the child is permitted to participate in the swimming/water activities
 - the child is a strong/average/poor or non swimmer.
 - any food allergies or medication that need to be taken
 - any medical conditions
- name of the contact teacher
- the closing date (two weeks before the excursion date) by which all permission slips have to be returned and the name of the staff member to whom the permission slip should be returned
- parents/guardian signature along with their contact details
- uniform requirements

The organising teacher is expected to fill out a risk assessment for each on and off site activity. Every excursion is accompanied by at least one teacher with current Basic First Aid and Emergency Care Procedures. All overnight and/or water excursions are accompanied by a teacher with current qualifications in Cardio Pulmonary Resuscitation (CPR).

It is the policy of the College that all excursions be evaluated. Information relating to such things as benefit and relevance of the excursion are gathered from survey of students who attended teacher reflection and written comments documented in subject register.



TEACHER REQUIREMENTS

Principals and school staff are reminded that there are certain mandatory requirements for teachers accompanying students on excursions ref: Chapter 7 of the Handbook for Systemic Schools.

- **Every excursion** must be accompanied by at least one teacher who has, as a minimum, current certification in Basic First Aid and Emergency Care procedures.
- **all overnight and/or water excursions** must be accompanied by at least one teacher with current qualifications in Cardio Pulmonary Resuscitation (CPR)
- Parents must be provided with **adequate details** of a proposed excursion and sign relevant consent forms.
- The teacher in charge of the excursion on the day must ensure that relevant First Aid Kits are collected from the office (1 for each bus) and that students who require specialist medication have it in their possession.
- **Prevailing weather conditions** (especially when planning water related activities) should be ascertained to ensure that proper supervision of every student is possible. A plan B should be ready in case a change in the weather affects the continuance of the excursion.