

# EXCURSIONS / INCURSIONS POLICY

## PURPOSE

- The school's excursion program enables students to further their learning and social skill development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our school.
- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

## GUIDELINES

- An excursion is defined as any activity beyond the school grounds.
- An incursion is defined as any activity within the school grounds.
- *All major excursions* must be approved by School Council. In doing so, School Council will determine a schedule of excursions for the school year, which will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements, where practicable.
- Each excursion will be coordinated by a designated 'Teacher in Charge'.
- *Contained in the note to parents will be an explanation showing how the excursion / incursion is linked to the curriculum.*
- The schedule of excursions, including costs, will be distributed in a term one edition of the school newsletter, and will be updated on a needs basis.
- 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.
- Students will not be excluded from excursions simply for financial reasons. Parents experiencing financial difficulty, who wish their child/children to attend an excursion, will be required to discuss their individual situation with the principal or office manager *prior to the due date*. Decisions relating to alternative payment arrangements will be made on a case-by-case basis.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission notification report form and must have paid the cost. A signed "Confidential Medical Information for School Council Approved Excursions" will be required for all camps.
- All families will be given sufficient time to make payments. Parents will be sent notices *at least ten school days* before the excursion / incursion *notice due date*. *The due date on the excursion form will be one week prior to the activity. An extra reminder note will be sent at least three school days prior to the excursion form return date* reminding parents of the need to finalise payment by the due date. Children whose payments *have not been finalised by the due date on the form* will not be permitted to attend unless prior alternative payment arrangements have been organised *or there are extenuating circumstances*.

- *Refunds – will only be made where the funds are able to be recouped or in exceptional circumstances as determined by the principal. Refunds less than \$20.00 will be in the form of a credit. A cheque may be provided for amounts of \$20.00 or more.*

## **EVALUATION**

The School Council Education Sub Committee will review and evaluate the Excursions / Incursions Policy.

This policy to be reviewed in June 2014.



COUNCIL APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_