



## ST. PATRICK'S PRIMARY SCHOOL

# EXCURSION POLICY

### **Rationale:**

St. Patrick's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our school.

### **Aims:**

- 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.
- To assist with the social development of students through participation in activities in a variety of settings.

### **Implementation Prior to Excursion:**

- Teachers will plan excursions and in-school activities to supplement the eight key learning areas and to link excursions, where possible, to the school's integrated curriculum.
- Maintenance of full records, including documentation of the planning process
- venue selection: the suitability of the environment and/or venue for the excursion safety,
- Emergency and risk management: assessment of excursion risks procedures in the event of an emergency arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)
- Completion of an online notification of school activity form prior to the activity: first aid requirements, any other measures necessary for student and staff safety and welfare.
- Staffing and supervision: there are sufficient staff to provide appropriate and effective supervision
- An excursion levy is set at the start of each school year. The excursion levy does not cover sports events in which only individual students participate. School camps are also not covered by the levy.
- A designated 'Teacher in Charge' will coordinate each excursion.

- Prior to any excursion a school member(s) will complete a risk assessment on the location
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with Catholic Education Melbourne guidelines
- Special considerations: The teacher aide or nominated teacher will be responsible for any special considerations for students with disabilities.
- In accordance with CECV policy a Student Activity Locator form must be filled in prior to each excursion
- Arrangements for students not attending excursions will be made with other classes.
- Parent helpers who are assisting with an excursion must sign in at the Office and wear a Parent Helpers badge
- The Teacher in charge of the excursion will meet with the parent helpers and outline the parent helpers' responsibilities and any specific tasks.
- Copies of completed Permission forms must be carried by excursion staff at all times.
- Students will be advised of: the organisational arrangements and relevant safety arrangements or emergency procedures
- Students and parents or carers will be advised: of expected standards of behavior and that in extreme cases students may be sent home from an excursion at the cost of the parents.

### **Excursion Day**

- If any student displays behaviour that is considered dangerous to him/herself or others, he/she may, in consultation with the principal, be removed from the excursion/camp.
- There is to be appropriate levels of supervision in view of the activities undertaken and students involved.
- A mobile phone and first-aid kits will be taken on all excursions.

### **Student to Teacher Ratio**

- Day excursions- One staff member to twenty students.

ST PATRICK'S PRIMARY SCHOOL, KILMORE

EXCURSION PALNNING FORM

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

PURPOSE \_\_\_\_\_

PRE EXCURSION ACTIVITIES \_\_\_\_\_

YEAR LEVEL/S \_\_\_\_\_ NUMBER OF CHILDREN ATTENDING \_\_\_\_\_

TEACHER IN CHARGE \_\_\_\_\_ CONTACT TEACHER \_\_\_\_\_

OTHER TEACHERS \_\_\_\_\_

ADULT HELPERS \_\_\_\_\_

RATIO: ONE ADULT PER \_\_\_\_\_ CHILDREN (Please attach group lists)

NAME/TYPE OF EXCURSION \_\_\_\_\_

CONTACT PERSON AT VENUE/S 1 \_\_\_\_\_ PHONE \_\_\_\_\_

2 \_\_\_\_\_ PHONE \_\_\_\_\_

3 \_\_\_\_\_ PHONE \_\_\_\_\_

DATE OF BOOKING \_\_\_\_\_ CONFIRMATION \_\_\_\_\_

VENUE/S 1 \_\_\_\_\_ ADDRESS \_\_\_\_\_

2 \_\_\_\_\_ ADDRESS \_\_\_\_\_

3 \_\_\_\_\_ ADDRESS \_\_\_\_\_

PLEASE LIST ANY SPECIAL SESSIONS \_\_\_\_\_

DEPARTS SCHOOL AT \_\_\_\_\_ RETURNS TO SCHOOL AT \_\_\_\_\_

**ST. PATRICK'S KILMORE PLANNED TRAVELLING ARRANGEMENTS**  
**DURING EXCURSION**

<b>DEPARTS (TIME)</b>	<b>ARRIVES (TIME)</b>	<b>ENTRY FEE TO VENUE</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**EXCURSION COST PARTICULARS**

(1) **TRANSPORT** 1 \_\_\_\_\_ PHONE \_\_\_\_\_  
2 \_\_\_\_\_ PHONE \_\_\_\_\_  
3 \_\_\_\_\_ PHONE \_\_\_\_\_

(2) **ENTRY TO VENUES** 1 \_\_\_\_\_ PHONE \_\_\_\_\_  
2 \_\_\_\_\_ PHONE \_\_\_\_\_  
3 \_\_\_\_\_ PHONE \_\_\_\_\_

(3) **OTHER COSTS PLEASE DETAIL** 1 \_\_\_\_\_ PHONE \_\_\_\_\_  
2 \_\_\_\_\_ PHONE \_\_\_\_\_  
3 \_\_\_\_\_ PHONE \_\_\_\_\_

**TOTAL** \_\_\_\_\_ **DIVIDED BY** \_\_\_\_\_ **CHILDREN** \_\_\_\_\_

**PRINCIPAL'S APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**IN THE EVENT OF AN ACCIDENT/INJURY** \_\_\_\_\_  
Disaster Co-ordinator  
**WILL CONTACT THE SCHOOL/PRINCIPAL**

PLEASE RETURN A COPY TO THE OFFICE.

**EVALUATION** (Please include difficulties etc., as well as favourable comments).  
Eg suitability of venue, content etc.

**REMEMBER TO TAKE THE FIRST AID KIT.**