



Stella Maris Primary School

Excursion, Camping and In-School Activity Policy

Rationale

Our excursion, camping and in-school activity programs enable students to further their learning and develop their personal & interpersonal skills, in new environments. Excursions, camps and in-school activities complement, and are an integral aspect of the educational programs offered at our school.

Principles

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.

Implementation

- An excursion is defined as any activity beyond the school grounds. In-school activities invite experts into Stella Maris to offer opportunities to the students, within the school setting.
- The principal must approve all excursions and in-school activities. In doing so, the principal will determine a schedule of excursions and activities for the school year and will ensure that all excursions and activities are maintained at a reasonable and affordable cost.
- The budget for excursions will be ratified by the School Education Board to determine an 'Excursions Levy' each year.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- The schedule of excursions and in-school activities will be communicated in term letters to parents and will be updated on a needs basis.
- Teachers will provide parents with a more detailed description of excursions, at least one week prior to the date of the excursion, outlining dates, an overview of times and activities, means of transport, uniform and lunch expectations, and attach it to the, '**Confidential Medical Report and Permission Form for Excursions.**'
- Prior to any child attending an excursion, parents/guardians must have returned to the school a signed permission form, '**Confidential Medical Report and Permission Form for Excursions.**'
- Parents of non-English speaking families are able to seek clarification from the school to allow them to make an informed consent to their children attending excursions and participating in in-school activities.
- The use of private motor vehicles should be avoided. When a private motor vehicle is to be used to transport children, the parent/guardian of each student is to be advised of the name of

the driver and the number plates of the vehicle. Evidence of Comprehensive Insurance must be provided to the school. Each parent is requested to sign a consent form for their child to travel in this vehicle by the named driver. DEECD guidelines must be followed...

http://www.education.vic.gov/management/governance/referenceguide/enviro/4_10.htm

- Year 4 students attend a 3 day, 2-night camp, Year 5 students attend a 4 day, 3-night camp and Year 6's attend a 3 night, 4-day camp each year, with a ratio of at least 1:10. If parents attend adults Working with Children Checks must be copied and added to the school bank of names.
- Special Care must be taken to ensure that if movies are shown on Camps or at school, that they have a rating of g. If teachers wish to show a PG movie for a specific purpose, the parents must be contacted in writing and permission slips signed and retained by the school.
- The principal will ensure that the groups are registered on the Student Activity Locator, in case of emergency or critical incident.

Responsibilities of Teacher in Charge

One teacher will be designated the "Teacher in Charge." This teacher has the responsibility to:

1. Coordinate each excursion, camp or in-school activity, ensuring that they are prepared, managed, supervised and monitored in a way that ensures the health, safety and security of participating students, staff and parents.
2. Ensure that school planning calendars have been read to avoid clashes of events, ensure that specialist teachers have been consulted if necessary and that yard duties have been swapped.
3. Forward to the principal the "Planning and Evaluation of Excursion, Camp or In-School Activity" form, at least one month prior to the excursion departure date. Take particular note of the risk of bushfires.
4. Ensure that all water based activities align with Department of Education and Training Safety Guidelines for Education Outdoors.
5. Collect the excursion first aid bags & ensure that documentation and communication of any situations that may arise during the excursion, is communicated to parents and the principal.
6. Ensure that teachers are aware of their responsibilities including
 - checking all medical & permission forms and being aware of issues
 - collecting & carrying any medication
 - supervising administration of first aid to children
7. Ensure that parent helpers are fully aware of teacher's expectations and their responsibilities by running a parent meeting on the morning of the excursion. See '**Guidelines For Parents Assisting with Excursions**'. (Appendix 3)

8. Ensure that all parents have current Working With Children Cards (a list is kept in the office.)
9. Collect and charge the school mobile phone from the office. In the event of two different excursions occurring on one day, a designated staff member's phone will be used to make contact. In this case the telephone number must be documented for the school's reference.
10. Carry mobile phone or Ipad with access to CareMonkey **Medical Reports and Permission Form for Excursions and Camps**, at all times.
11. Nforma rolls must be completed before leaving school.
12. Notify the principal and excursion staff immediately if a child is lost.
13. Ensure that regular head counts of students, teachers and parent helpers are conducted.
14. Communicate with the Principal or a senior staff member with regards the anticipated return time. This person will be in attendance at school whilst the children are returning from any out-of-school-hours excursion.

PARENTS

When necessary, parents of children will be invited to attend excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –

1. The need to include both male and female parents.
2. The special needs of particular students.
3. Under School age siblings of students are not permitted on excursions.
4. Parents must remain with the group until they have returned to Stella Maris.

Parents selected to assist with an excursion may be required to pay costs associated with the excursion.

Parents must read and sign Appendix 3, '**Guidelines for Parents Attending Excursions.**'

STUDENTS

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.

PRINCIPAL

All excursions require Principal approval. This approval is sought at a scheduled meeting or submission of planning documentation '**Planning of Excursion or In-School Activity**' one month prior to the date. Information presented to the Principal will include: -

1. The educational aims and objectives of the excursion or in-school activity.
2. The names of all adults attending and their expertise and experience.
3. Ratio of adult supervision to children (Excursion minimum 1:10. Refer to the Schools Operations handbook for ratio near water, trains & trams and other situations)
4. Travel arrangements, phone numbers and costs.
5. Venue details and an itinerary of events.
6. Procedures followed to ensure the safety of the children.
7. Details of lunch and uniform requirements and any other equipment to be taken on the excursion or used in the in-school activity.
8. Details of the titles and ratings of any DVD's Videos or internet based material to be viewed by children.

The principal will be responsible for ensuring that the excursion or in-school activity is written on the appropriate planning calendars and that the parents are notified in the newsletter. The principal will consider the risk of bushfires and liaise with excursion and camping management and the CFA to determine a risk assessment.

In the event of a bushfire, the school will follow the Bushfire Management Plan as set down under the rules and procedures of the Department of Education and the knowledge and expertise of the external provider.

See Appendix 1: **Planning & Evaluation of Excursion or In-School Activity**

See Appendix 2: **Confidential Medical Report and Permission Form for Excursions**

See Appendix 3: **Guidelines for Parents Assisting with Excursions**



This policy was ratified in 2008

This policy will be reviewed biannually

This policy was last updated in 2016