



# *St Joseph's Catholic School*

*Queenstown*

## **EXCURSION POLICY**

### **RATIONALE**

Excursions are considered to be an essential component of the school's curriculum. St Joseph's Catholic School 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 assist in the development of knowledge, understanding and appreciation of the local and wider community.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place within the wider community.
- To provide a range of first-hand experiences for the students.
- To assist in the development of skills such as observation, recording and reporting.

### **PROCEDURES**

- An excursion is defined as any activity that takes place beyond the school grounds.
- Teacher(s) present formal written notification of intended excursions to the Principal, who approves all excursions.
- The Principal and Staff will determine the suitability of excursions throughout the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and that they are thoroughly planned and conducted in a manner that complies with duty of care requirements.

- An appropriately designated teacher-in-charge will co-ordinate each excursion.
- Each excursion will be supervised by at least one teacher. Other persons accompanying school groups are not permitted to undertake sole responsibility for supervision of the students.
- The school will ensure that no activity will be included as an essential part of the curriculum unless every child in the class or school group has the opportunity to participate.
- The school will endeavour to minimise excursion expense to parents.
- Students will not be excluded from excursions for financial reasons.
- Parents will be advised in writing of proposed excursions, their venue, timing and any associated costs.
- Written permission will be obtained from parents at the beginning of each school year before students participate in excursions. Indemnity statements will not be sought.
- 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 his/her invitation to participate in an excursion due to inappropriate behaviour at school. The decision to exclude a child will be made by the Principal in consultation with teachers.
- Any student not involved in an excursion due to lack of parental or Principal's consent, will be required to attend school and be purposefully occupied.
- After consultation with the Principal, the teacher-in-charge of the excursion will contact controlling authorities of the places to be visited and ensure that the required procedures are followed.
- The type of transport to be used for excursions will be dependent upon the nature of each particular excursion being undertaken. However, travel by bus is preferred.
- Travel in private cars is permitted provided that written parental permission is obtained for each child travelling by car.
- Each child travelling by car is restrained in a correctly fitted seat belt. Children under the age of 8 years do not travel in the front seats of vehicles.

- The Principal will be given all relevant details including the itinerary, times of departure and arrival at specific locations and any specific requirements. Such details will be recorded on an excursion form designated for this purpose.
- Bookings for the school bus and confirmation of an appropriately licensed driver will be given to the School Office Administrator, who will have been advised of the relevant details of the proposed excursion.
- A maximum student/adult ratio of 10:1 is recommended for excursions.
- Teachers will ensure that children do not depart from the main party. If children are separated into groups, they will be closely supervised and kept within the teachers' sight and within a limited area.
- There will be no departure from the stated itinerary unless there is some extraordinary or compelling reason to do so.
- At no time should a student be left unaccompanied or in the presence of an adult who has not undergone appropriate screening, which would involve mandatory police checks; the teacher in charge must know of each child's whereabouts and ensure there is appropriate supervision in his or her absence.
- Parents may be invited to accompany excursions where their children are in attendance. When deciding which parents will be asked to attend, teachers will take into account:
  - Any valuable skills the parents have to offer e.g. first aid
  - The need to include both male and female parents
  - The special needs of particular children.

Parents accompanying excursions may be required to pay costs associated with the excursion.

- Excursions will be postponed or cancelled if the weather, conditions or other factors create potential risks.
- Teachers are to check the class register immediately prior to leaving school, at convenient times during the excursion, especially when departing from venues and boarding transport.

*This policy and associated practices will be reviewed as part of the St Joseph's Catholic School policy review cycle.*

**Implemented September 2005; modified August 2009; March 2011**



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## NOTIFICATION OF EXCURSION

This form is to be completed by the teacher in charge on the excursion.

It is to be given to the Principal at least one week prior to the date of the excursion.

DATE OF THE EXCURSION: \_\_\_\_\_

CLASS(ES) INVOLVED: \_\_\_\_\_

LOCATION:

METHOD OF TRANSPORT: \_\_\_\_\_

TIME OF DEPARTURE FROM SCHOOL: \_\_\_\_\_

TIME OF RETURN TO SCHOOL: \_\_\_\_\_

TEACHER(S) IN CHARGE: \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

DATE \_\_\_\_\_