

Excursion & Incursion Policy

North Melbourne Primary School

Issue Date: 13/11/2017

Review Date: 13/11/2019

SCHOOL NO 1402



Purpose

- To enable students to further their learning and social skills in a variety of settings. Excursions and incursions complement, and are an important extension of the educational programs offered at North Melbourne Primary School
- To develop an understanding that learning is not limited to school and that valuable learning takes place in other environments.

Guidelines

- All excursions should conform to Departmental Guidelines and be approved by the Leadership team.
- Excursions and incursions will have relevance to educational programs and return visits may occur at different ages.
- Careful consideration will be given to transport arrangements to ensure excursions are manageable and safe.
- Students and their parents/guardians should be made aware that acceptable standards of behaviour are expected during incursions and excursions. Parents will be notified in the likelihood of a student being excluded from an excursion due to poor behaviour at school. The cost incurred in returning a student home early, in the event of his/her serious misbehaviour will be the responsibility of the parent/guardian.
- All endeavours will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion/excursion, should 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.
- Parents assisting with an incursion/excursion may be required to pay costs associated with the excursion. In such cases parents will be notified of any costs before the day of the excursion.
- A blanket consent form for parents should be used for local excursions that do not require the use of motorised transport.
- Failure to return the appropriate permission notice by the requested due date may result in students being excluded from attending the excursion.

Implementation

- An excursion levy paid at the beginning of the year or in installments as determined by Finance committee will cover the cost of the year's excursions and incursions
- Additional excursions may be added to the program. In such cases a further payment to cover the cost of the program may be required.
- 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.
- A designated 'Teacher in Charge' will coordinate each excursion and will create an event on COMPASS and fill out the Student activity locator.



- Approval from the Leadership team is required prior to any information being disseminated to parents.
- The Teacher in Charge will communicate with families via COMPSSS with regards the anticipated return time.
- All adults attending excursions will be thoroughly briefed by teachers as to the purpose and conduct of the excursion and emergency procedures.
- At no time will a parent assume duty of care for a student/group of students.
- Appropriate first aid equipment (including asthma and child specific requirements) will be carried on all excursions by the Teacher in Charge.
- The teacher in charge will be contactable via mobile phone

Code of conduct for excursions and incursions

Teachers and parents when on an excursion to ensure the safety of all students must adhere to the following guidelines. Teachers should use this document for their planning and make certain that all staff attending are given a copy prior to the excursion so that they are familiar with the contents.

- The Ratio of participating adults to students should be in line with Department of Education & Training (DET)
- The teacher in charge will have ultimate responsibility for supervision and organisation on any excursion.
- Students must be supervised at all times.
- It is the teacher's responsibility to select accompanying parents and organize student groups.
- The Teacher in Charge of the excursion should ensure that all participating adults are fully briefed of relevant information and safety features before the day.
- A school provided First Aid Kit and mobile phones must be carried by the Teacher In Charge and teachers should have access to all permission forms (containing contact phone numbers) with them on the excursion. The teacher in charge is responsible for ensuring that the First Aid Kit is fully stocked and that their mobile phone is charged and working.
- When walking to or from a venue participants must stay together to ensure the class teacher has viewing control of all students.
- Students are expected to walk in twos in an orderly manner, always keeping to the left of pathways. As a general rule students are expected to give way to the public and adhere to rules and regulations of all places visited on the excursion.
- When crossing roads an adult must be between the students and the traffic at all
- No siblings/toddlers/babies are to accompany the assisting parents. If last minute difficulties arise with baby sitters, parents must notify the class teacher so alternative arrangements can be made.