

Excursion Policy

St Albans East Primary School

Date: September 2015



Rationale

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

Aim

- To reinforce, complement and extend the 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 provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

Implementation

- Expectations
 - All excursion planning must begin at least 4 weeks prior (Appendix A).
 - Before approval can be sort an excursion checklist must be completed.
 - To obtain approval an excursion (planner) checklist must be completed along with all costings and approved by the Business Manager and Principal for day excursions (Appendix B).
 - Once approval is granted the final booking can be made.
 - Teachers are to be aware of the minimum supervision ratios and all student safety requirements.
 - All excursions must be reported to Emergency and Security management. This can be completed online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp Entry into the site requires your TO number and edumail password.
 - Prior to the excursion all efforts will be made not to exclude students for financial reasons. Parents experiencing difficulty will have the option to discuss their situation with the Business Manager with the potential to make alternative payment arrangements. Payment arrangements will be assessed on an individual basis.
 - For all excursions parents should be notified of the excursion at least 3 weeks prior with at least 2 weeks to pay.
 - Office staff will be responsible for managing and monitoring payments made by parents and will provide teachers with detailed records weekly.
 - If there are students that have not paid or an arrangement has not been made 72 hours prior to the excursion/camp, the teacher will attempt to contact parents via phone to arrange payment.
 - All students attending must return a signed permission note with care givers phone number.
 - Parents are encouraged to attend and assist with excursions.
 - Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their

child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal and Assistant Principal in consultation with the organising teacher. Both the parent and student will be informed of this decision prior to the excursion.

- Arrangement for the day
 - Ensure you take the permission slips and parent contact details with you, in case of emergency.
 - The school will supply a first aid kit for each bus load of children. The teacher in charge is responsible for collecting these prior to leaving and any other medical supplies as required
 - The teacher in charge will advise office staff of teachers and students names that will be attending and also the expected time of return.
 - Students not attending excursions will be placed in another class and have an appropriate learning program provided by the classroom teacher.

- After the Day
 - At the completion of the excursion a final profit and loss statement must be completed in conjunction with the Business Manager (Appendix C)
 - Put all permission notices and any other documentation into large Yellow envelope to be archived, these can be obtained from the office

Evaluation

This policy will be reviewed as part of the three-year review cycle

Review Year

2018

Appendix

A, B, C

Appendix A
EXCURSION PLAN

Name of Excursion:

Date Of Excursion:/...../..... Year Levels..... Rooms.....

Purpose Of Excursion:

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Venue.....

Venue Contact PersonTelephone:

Bus Company:Telephone:

School Departure Time..... Venue Departure Time School Return Time

STUDENTS

Number Attending..... Number Not Attending:

Arrangements For Students Not Attending.....

**Costing (You must see the Business Manager when working through this component)

Total costs of: (DO NOT INCLUDE THE GST – GST only applies to the food component of camps or non-curriculum activities.)	
Venue:	\$ _____
Bus Hire:	\$ _____
Other	\$ _____
Sub Total	\$ _____
Total Cost	\$ _____
Divide total cost by number of Students Attending:	Cost per student \$ _____

STAFF

Name Of Teacher In Charge:

Other Teachers and Staff Attending.....

Parents Attending:

Principal Approval: Date:

Appendix B

Excursion Checklist

Things to do before:

- Complete the excursion planner.
- Write an excursion letter and have approved by Principal/Assistant Principal.
- Inform all office staff of costs prior to sending notices home (at least two weeks prior).
- Place excursion on school calendar.
- Seek School Council approval (if necessary).
- Refer to the SOF reference guide for ratios.
- Notify Emergency and Security Management (for all excursions & camps).

All excursions, camps, sporting activities must be recorded at this site. You will need to enter your Edumail details to access the site and a confirmation email will be sent to you after you have entered the details. Please keep the confirmation emails with your excursion planning documents.

www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp

- Notify the local police for sleepovers.
- Change yard duty.
- Inform specialists.
- Inform the canteen.
- Inform the Deaf Facility.
- Send info for submission to website.
- Obtain full medical form for camps/swimming.
- Check permission forms for consent and emergency contact numbers.
- Obtain written confirmation of bus booking.
- Order book – must be completed for bus company, venue etc.
- Report – Request from office staff – Charge by Charge report of students that have/have not paid.

On the day:

- Leave names of students attending the excursion and those remaining behind at school with office.
- Confirm mobile phone number (for emergency contact) with office.
- Collect the first aid kit.
- Get the permission forms to take with you.
- Let the office know when leaving and when returning

After:

- Follow up on any unpaid monies.
- Put all permission notices and any other documentation into large yellow envelope to be archived. (these are available from the school office)

Bus Companies:

Firefly Coaches	Phone: 9317 9312	FAX: 9317 8792	EMAIL: enquiries@fireflyexpress.com.au
Sunbury Bus Lines	Phone: 9744 1177	FAX: 9744 1304	EMAIL: kim@sunburybus.com.au WEB: www.sunburybus.com.au
Sita Bus Lines	Phone: 9689 7999	FAX: 9689 3382	EMAIL: sita@sitacoaches.com.au
Westrans Bus Lines	Phone: 9390 0111	FAX: 9390 0222	EMAIL: westrans.sunshine@kefford.com.au
Moonee Valley	Phone: 9310 5286	FAX: 9310 5688	EMAIL: mooneevalleybus@bigpond.com
Bacchus Marsh	Phone: 53663444	FAX: 5367 5576	EMAIL: courtney@bmcoaches.com.au
Bus Buddys	Phone: 9311 1022	FAX: 9311 8377	EMAIL: mel@busbuddys.com.au
Skylight Bus Lines	Phone: 93336567	FAX: 9333 6564	EMAIL: enquires@skylightbuslines.com.au

Appendix C

PROFIT/LOSS - EXCURSION

Excursion/Camp :	_____	Date: _____
Teacher In Charge:	_____	
Receipts:	\$ _____	
Less:		
Venue Costs:	\$ _____	
Bus Hire Costs:	\$ _____	
Other	\$ _____	
Profit/Loss	\$ _____	

This section to be completed at the conclusion of each excursion/camp and given to the Business Manager to file for the financial audit.

www.eduweb.vic.gov.au/forms/school/sal/Default.asp