



Elwood Primary School No 3942

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EXCURSIONS/INCURSIONS

PURPOSE

1. To place excursions/incursions in the context of school programs.
2. To outline expectations of teachers, students and parents in relation to excursions/incursions.
3. To provide all students with the opportunity to participate in all excursions/incursions.

BROAD GUIDELINES

1. Excursions/incursions enhance school programs.
2. All students are expected to participate as part of programs offered by the school.

IMPLEMENTATION

1. Staff plan a maximum of one excursion and/or incursion per term.
2. Costs to parents are a major consideration in planning excursions/incursions.
3. Students are encouraged to attend excursions and incursions. Parents experiencing financial difficulty, who wish for their children to attend the excursion/incursion, should discuss their individual situation with the teacher or principal. Decisions relating to alternative payment arrangements are made by the Principal on a case-by-case basis.
4. Details of expected excursions/ incursions and costs are provided to parents at the beginning of the school year through Term Planners. On occasion, additional excursions/incursions may arise during the term.
5. Written parental permission is essential. No child can participate without this.
6. Parents are required to respond to notices by the due-by date.
7. Students wear full school uniform on all out of school excursions, including hats from September to April in accordance with Sun Smart Policy, unless otherwise notified.
8. Original permission notes are taken on an excursion by teachers. Photocopies are retained in the school office.
9. Students not participating are provided with learning tasks to be undertaken in another grade.
10. Level Leaders are responsible for overseeing excursions/ incursions program at their level.
11. Subject to school discretion, parent volunteers are welcome to participate in excursions/ incursions to support teaching staff. Attendance must be within the limits of the transport and 1:10 ratio necessary for free entry to venues. Outside these requirements, parents can attend via their own transport and pay appropriate entry costs.
12. Parent volunteers on excursions must have a current Working With Children Check if supervising students outside of the teacher's purview.

RESOURCES

1. Published excursions/ incursions material
2. Material from Teaching & Learning Teams.

Policy History

Version Approval Date:	Summary of changes:	Next Review:
May 2009		3 year cycle or as needed
February 2015 pending	Slight amendments made to align with new policies	3 year cycle or as needed