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|  | **Elwood Primary School No 3942**  Scott Street, Elwood 3184 Telephone 9531 2762 Fax 9531 5497 Excursions and Incursions |

## PURPOSE

To place excursions and incursions in the context of school programs.

To outline expectations of teachers, students and parents in relation to excursions/incursions.

To provide all students with the opportunity to participate in all excursions and incursions.

## BROAD GUIDELINES

Excursions and incursions enhance school programs.

All students are encouraged to participate as part of programs offered by the school.

## IMPLEMENTATION

Staff plan for no more than one excursion and/or incursion per term.

Costs to parents are a major consideration in planning excursions/incursions.

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.

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.

Written permission from parents is essential. No child can participate without this.

Parents are required to respond to notices by the due-by date.

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.

Original permission notes are taken on an excursion by teachers. Photocopies are retained in the school office.

Students not participating are provided with learning tasks to be undertaken in another grade.

Level Leaders are responsible for overseeing excursions/ incursions program at their level.

Volunteers may be required to assist in excursions/incursions to support teaching staff. This will be communicated to parents by classroom teachers. The number of volunteers required will be at the discretion of the school and in accordance with required adult-student ratios.

Volunteers on excursions must have a current Working With Children Check (and be registered with the office as an Elwood Primary School volunteer) if supervising students outside of the teacher’s view.

## RESOURCES

1. Volunteer Policy
2. Sun Smart Policy
3. Published excursions/ incursions material
4. Material from Teaching and Learning Teams

## POLICY HISTORY

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| **Version Approval Date:** | **Summary of changes:** | **Next Review:** |
| May 2009 | Policy Created, School Council approved | 3 year cycle or as needed |
| February 2015 | Amendments made by Sub Committee in line with policy changes, School Council approved | 3 year cycle or as needed |
| November 2018 | Amendments made by Sub Committee, School Council approved |  |