

# Marlborough Primary School

## School Policies Manual

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### Excursions

#### **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:**

- All excursions must be approved by the Principal
- Staff wishing to organise an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. The Principal or team leader will consider the educational outcome of the excursion as well as the impact on the school for the proposed date
- The Principal or team leader will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: [DEECD Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. The Principal or organising teacher will complete the 'Notification of School Activity' at : [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) two weeks prior to the excursion departure date
- The Principal is responsible for the approval of all single-day excursions
- The DEECD requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions
- The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware

- that acceptable standards of behaviour will be expected during a camp or an excursion
- The emergency management process of the school will extend to and incorporate all camps and excursions

## **PROGRAM**

- Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed
- Consideration in planning should include:
  - [Safety, Emergency & Risk Management](#) , including Bushfires
  - [Student Preparation](#)
  - [Student Medical Information](#)
- The principal or team leader will ensure that no camp/excursion occurs unless all the formal record keeping has been completed and approved
- Students not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher
- Prior to the excursion parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover
- Requests for refunds of payments for excursions need to be made in writing to the Principal. Each request for refund will be determined on a case by case basis by the Principal
- Students must wear a badge with their name, identification number, photo identification and school details when on an excursion

### **Arrangements for payments**

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis

### **Teacher Responsibilities:**

- A designated "Teacher in Charge" will coordinate each excursion
- The Teacher in Charge must provide the General Office with a final student list and copies of the student permission forms
- In the case where an excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the

excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.

- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the general office. Parents will be kept informed of any changes to the return time.
- Parents with Working With Children Checks may be invited to assist in the delivery of excursions.
- Only students who 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, in consultation with the organising teacher and team leader. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Well Being and Restorative Practices policy. In extreme cases the excursion staff, following consultation with, and the approval of, the principal or organising teacher, may determine that a student should return home during an excursion.
- On days of extreme fire danger or total fire ban, the principal may need to cancel an excursion at short notice.
- Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

### **Evaluation:**

This policy will be reviewed as part of the school's three year cycle.

### **References:**

- **Appendix A: Pupil/Teacher Ratios**
- **Appendix B: Excursions Approval Pro-forma**

## Pupil / Teacher Ratios

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| <p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face<br/>1:10 Others<br/>2 Experienced Staff</p>  | <p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting<br/><b>NOTE:</b> No student on any element unless supervised</p>   |
| <p><b>Base Camping</b></p> <p>1:10 Residential; canvas<br/>1:15 Study: residential</p>  | <p><b>Scuba Diving</b></p> <p>1:8 Pool training<br/>1:4 Diving, 2 buddy systems<br/><b>NOTE:</b> 2 qualified staff</p>   |
| <p><b>Board Sailing</b></p> <p>1:3 Beginners<br/>1:5 Novice; intermediate; advanced<br/>2 Experienced sailors</p>   | <p><b>Shooting</b></p> <p>1:1 New or inexperienced<br/>1:5 On the track or mound<br/>1:15 Observers or waiting</p>   |
| <p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters<br/>1:6 Open Waters<br/>1:4 Open Waters, Adverse</p>   | <p><b>Snorkelling</b></p> <p>1:8 Closed water: pool<br/>1:4 Open water<br/><b>NOTE:</b> 2 qualified staff</p>  |
| <p><b>Bushwalking</b></p> <p>1:5 Overnight<br/>1:10 Day</p>   | <p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight<br/>1:10 Alpine, Nordic – day<br/>1:10 Non-skiing</p>  |
| <p><b>Canoeing</b></p> <p>1:6<br/>2 Staff members</p>   | <p><b>Surf Activities</b></p> <p>1:10 Beach<br/>1:8 Surf<br/><b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/ instructor on beach</p>   |
| <p><b>Cycling</b></p> <p>1:10</p>   | <p><b>Swimming</b></p> <p>1:20 Enclosed pools<br/>1:10 Open water</p>  |
| <p><b>Horse Riding</b></p> <p>1:1 Basics<br/>1:5 Beginners<br/>1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor<br/>2 Experienced teachers if no instructor or group exceeds 10</p> | <p><b>Water Skiing</b></p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together<br/>2 People in boat – driver and observer; one must be staff member</p> |
| <p><b>Orienteering</b></p> <p>1:10 Bush</p>   |  |



| ACTION/PROCESS  | COMPLETED | TEACHER |
|---|-----------|---------|
| In consultation with your team decide on a venue and date. Check the school diary and confirm plans with the principal  |           |         |
| Complete a cost analysis including venue and transport.   |           |         |
| Fill out the Excursion Approval Application and share this with your team leader and the principal  |           |         |
| Make bookings for the venue, transport etc and ensure that a school purchase order is filled out for each supplier.   |           |         |
| At least four weeks before email details of venue and costs to the business manager so permission notices can be printed and distributed. Notices, with a very clear due date of one week before, are to be sent home 3 weeks prior to the excursion.   |           |         |
| Inform any specialists, ES and support staff if their programs are affected or if they are needed on the excursion.   |           |         |
| At least one week prior enter all excursion details into the DEECD activity register. The link is on the school intranet. Check who has not paid and follow this up with a final letter requesting the payment within two days. No payment by the due date means no attendance.   |           |         |
| As permission notes and payments are returned note these on a class list.   |           |         |
| Confirm all bookings the day prior to departure.  |           |         |
| Photocopy all permission notices. The originals must be with you at all times and the photocopies are to be left at the office  |           |         |
| <p>On the day ensure ~</p> <ul style="list-style-type: none"> <li>• First aid kits are collected including school sunscreen</li> <li>• Student medication is carried by the teacher responsible for the student on the day</li> <li>• Students are wearing their lanyards while out of the school.</li> <li>• Students have sun hats whenever the UV index is 3 or higher</li> <li>• Time is scheduled into the day for students to be able to apply their sunscreen in compliance with our Sun Smart Policy.</li> <li>• Teachers have student permission forms with them</li> <li>• The teacher in charge communicates with the school office if any changes are to occur eg. the bus will be late/early in returning</li> </ul> |           |         |

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| All student permission forms are to be retained in the classroom and sent to the office in December |  |  |
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## **Excursion Checklist**