Educational excursions at Kearsley Public School will be undertaken in accordance with the Department of Education and Training Excursion policy, Ref No PD 2004/0010/V07. The following organisational matters will be attended to by the teacher/s concerned with the excursion:

Excursions

1. An Excursion application form and information to parents/consent form must be completed for all excursions not later than 4 weeks before the proposed excursion. Teachers to organise permission note and hand to office staff to type. The proforma provided may be used and completed where applicable.

2. Transport and other costing matters (i.e. bus bookings cost of admission etc.) must be discussed and organised through the School Assistant. Details of costing must be recorded on the excursion application form. The School Administration Manager will maintain a diary record of all transport bookings and will confirm bookings two days prior to the booked date.

3. The excursion application form should then be submitted to the Principal for approval.

4. Following approval the application form will be returned to the School Administration Manager who will make all the necessary bookings, arrange for information to parents/consent letters to be sent home. In the case of overnight excursions, permission notes must contain a clause whereby the parent agrees to arrange for the collection of the student from the excursion venue should the behaviour of the student be unsatisfactory.

5. The School Administration Manager will keep parts 1-3 of the application form and return parts 4 and 5 to the organising teacher so that a checklist for other requirements can be completed to ensure that all people affected by the excursion are notified. Part 4 and 5 should then be returned to the Assistant Principal for final checking before the excursion occurs, and then to the School Administration Manager on the day of the excursion.

6. Parts 1 – 3 of the original application will be used to open a file for the excursion in which all relevant information will be kept. This file will be maintained in the Excursions Folder, which will be kept in the office.
EXCURSION POLICY Cont.

7. If for any reason an excursion is to be cancelled, ample notice would need to be given to enable correct procedures to be followed. Closing date for permission notes and money is to be two days before the excursion. The only exception to this will be where a student is absent, or where a parent has made contact with the office to make an alternative arrangement.

8. Student’s envelopes containing permission notes and money will be collected through the normal financial folder. Money received by the office will be receipted and receipts returned to the teachers. Students requiring financial assistance should be identified well before the closing date for payment.

9. A list of children remaining at school and the classes to which they are allocated, or other arrangements made will be left at the office and a copy will be given to the Assistant Principal. On the day of the excursion the office will make a photocopy of the class list which will then be returned to the teacher to be used as a roll on the day of the excursion and will be marked before leaving the school grounds. All children for whom a permission note has not been received should be sent to the previously assigned area with the materials they will need to do a regular classroom day’s work. If planned departure time is before office staff commences duty then all the required information is to be left at the office on the day before the excursion.

10. A first aid kit is to be taken on all excursions. Ensure all supplies are included.

11. Excursions that involve a high degree of cost may be paid for over a period of time, after prior arrangement with the Principal /Assistant Principal and School Administration Manager.

12. On completion of an excursion any refund request should be put in writing and supplied to the School Administration Manager as soon as possible.

13. Risk Management Planning Form should be submitted with permission notes and student list.

14. Determine any supervisory ratios – adults: students depending on specific activities involved. Ensure adequate number of adults are present.