

DEDERANG PRIMARY SCHOOL

"Where each child is challenged to be curious, creative and caring."



INCURSION AND DAY EXCURSION POLICY

POLICY STATEMENT

Incursions and day excursions are seen as an integral part of the Dederang Primary School curriculum as they enable students to explore, extend and enrich their learning and their social skills. They are an important aspect of the educational programs offered at the school.

Definitions:

- **Day Excursions** are those activities undertaken away from the school and include day excursions, cultural performances, Group days, Theme days, and Sports days
- **Incursions** are an activity undertaken at school that involves school visitors who provide a performance or service for the students for a fee.

PROCEDURE:

1. No child will be excluded from an incursion or day excursion due to financial hardship.
2. School Council will determine and approve an 'Excursion Levy' each year to cover the costs of incursions and day excursions. Details of the 'Excursion Levy' and its details will be included in the Parent Payment Account each year.
3. A designated 'Teacher in Charge' will be nominated to co-ordinate each incursion/excursion. They will understand the purpose of the program and its connection to student learning. They will be aware of their supervisory responsibilities throughout the program and know the exact location of the students at all times.
4. At least one member of staff responsible for each group will hold an appropriate First Aid qualification and have access to basic First Aid supplies.
5. Prior to attending any excursion parents/guardians must have provided the school with a signed permission form.
6. Emergency notifications and communications: In the event of an emergency, to ensure information is provided to emergency services, DPS will notify:

- DET of any school excursion at least three weeks beforehand using the Student Activity Locator (SAL) online form.
 - Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made in line with the Dederang Primary School Emergency Management Policy.
7. The Business Manager will be responsible to managing and monitoring the payments made by parents and will provide teachers with detailed records as required.
 8. DPS uniform to be worn by children attending excursions, unless otherwise notified via the permission form.
 9. School Council is responsible for the approval of:
 - overnight excursions
 - camps
 - excursions requiring air or sea travel
 - excursions involving weekends or vacations
 - adventure activities (such as Skiing).
- These Excursions will be covered by the **Adventure Activity and Camps Policy**. The Department of Education risk assessment procedures are to be followed and completed form to be presented to School Council for approval and signing in these instances.*
10. The Principal is responsible for the approval of all single day excursions and incursions other than those mentioned above in point 9.

RELATED POLICIES AND INFORMATION:

DPS First Aid Policy

DPS Emergency Management Policy

DPS Adventure Activity and Camps Policy

DET School Policy Advisory Guide – Excursions and Activities.

Presented to School Council 24th April 2017 and approved.

Policy review: 2019