

Excursion Policy

Brighton Primary School

1542

Excursions are seen as an integral part of the school curriculum because they enable students to explore, extend and enrich their learning, along with their social skills development, in non-school settings. Excursions complement the educational programs offered at the school.

An excursion is defined as any activity beyond the school grounds.

Parents/carers are expected to familiarise themselves with the excursion policy prior to any excursion. Parents/carers need to be aware that DET does not provide student accident cover on excursions.

ARRANGEMENTS FOR PAYMENTS

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their child to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager 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. Students whose payment have not been finalised by the due date will not be allowed to attend unless alternative payment arrangements have been organised.
- 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.

EXCURSION GUIDELINES

- All excursions are approved by the Principal or their nominee. A designated 'Teacher in Charge' will coordinate each excursion, ensuring full records are maintained.
- The 'Teacher in Charge' must notify the Department of any approved school excursion well before the date of departure. This will be recorded via the Notification of School Activity/[Student Activity Locator online form](#).
- The 'Teacher in Charge' will have access to the mobile telephone listed on the [Student Activity Locator online form](#).
- The 'Teacher in Charge' will refer to the excursion and school visit guidelines in the BPS Staff Handbook.

- The 'Teacher in Charge' will ensure that transport arrangements, emergency procedures and staffing comply with DET guidelines. Please refer to Bus Policy.
- On days of extreme fire danger or adverse weather conditions, the Principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.
- The ratio for excursions is 1:20 and every part there of. Please refer to Excursions – [Staffing and Supervision](#) for student teacher ratios for other activities.
- Parents may be invited to assist in the delivery of excursions. These parents must have a Working with Children Check. A card or photocopy of the card must be sighted. These are stored in the school office.
- In the case where an excursion involves a particular class or year level group, the designated 'Teacher In Charge' will ensure that there is an alternative arrangement available for those students not attending the excursion.
- The school must have received permission and medical forms, according to the deadlines published on Compass, in order for the student to be able to attend the excursion.
- The school will provide first aid kits for each excursion. The designated 'Teacher in Charge' is responsible for collecting these prior to leaving.
- The classroom teacher is responsible for ensuring a student who needs an EpiPen, takes it on the excursion.
- Copies of completed permission and medical forms must be carried by excursion staff at all times. This will be in the Compass Event Handbook.
- The excursion staff must provide the general office with a final student list on the morning of departure. This will include a list of students not attending and which classes they have been allocated.
- Disciplinary measures apply to students on excursions consistent with the School's student wellbeing and restorative practices policy. In extreme cases the excursion staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return home during an excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
 - of the time when the parents/carers may collect their child from the excursion
 - of any costs associated with the student's return which will be the responsibility of the parents/carers.
- The 'Teacher in Charge' will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed with changes to the anticipated return time.

This policy was last reviewed and ratified by School Council in 2017

To be reviewed 2021