



# *Excursion/Incursion Policy*

## *Mornington Park Primary School 5040*

**POLICY DATE: July 2021**

**STATUS: Approved by School Council on August 2021**

*“Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. Mornington Park Primary School’s (The school’s) Child Safety Code is available on the school’s website.”*

### **Rationale:**

- The school’s excursion program enables students to further their learning and social skills development in a non-school setting. Excursions and incursions complement, and are an important aspect of, the educational programs offered at our school.
- The principal has responsibility for the approval of all excursions and incursions. In their absence the assistant principal assumes this responsibility.
- For the purposes of this policy, an excursion is defined as an activity organised by a school whereby students leave the school grounds for the purpose of engaging in educational activities.
- An incursion is defined as any additional educational activity planned beyond the classroom but within the school grounds. This generally involves the booking of people with special expertise that can enrich the learning of students

### **Aims:**

- To reinforce, complement and extend 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.

### **Implementation:**

- Before proceeding, all excursions and incursions must be approved by the principal, or in their absence, the assistant principal. The principal, in consultation with the teaching staff and business manager, will ensure that all excursions/incursions are maintained at a reasonable and affordable cost, and comply with all DET requirements. (Teachers planning an excursion should consult the DET website when planning the program.)
- No bookings are to occur without quotes and a signed purchase order.
- The admin staff member in charge of excursions will ensure that all excursions, transport arrangements and adult to student ratios are correct.
- The admin staff member in charge of excursions will be responsible for managing and monitoring the records of payments made by parents.
- The teacher in charge will ensure all activities comply with Department of Education and Training guidelines.

- When organising excursions, teachers will use the excursion pack of proformas available on T drive under camps and excursions, ensuring all sections of the checklist have been ticked.
- When determining the cost of an excursion or incursion, the Teacher in Charge will consult the school's business manager. The business manager will advise and assist on matters relating to the GST component of any charged expenses.
- All families will be given sufficient time to make payments for excursions or incursions. Notification of a planned activity should be made to families as early as possible. Final details including the cost per student will be sent home no less than four weeks for events requiring payments and two weeks for all other events before the excursion.
- With regard to excursions, the MPPS excursion proforma advises parents that payment will not be accepted on the day of the excursion due to the need to finalise numbers with the excursion venue and arrangements for the supervision of non-attending students
- Students will not be excluded from excursions or incursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal or Assistant Principal. Decisions relating to alternative payment arrangements such as payment plans will be made by the Principal or Assistant Principal after consultation with the Business Manager on a case-by-case basis..
- The excursion proforma requires parents to complete a permission form on Sentral. Permission forms must be carried by excursion staff at all times. A pack of permission forms, medical needs and contact numbers will be given to the Teachers in charge the morning of the excursion.
- A mobile phone, first-aid kit and medication will be taken on all excursions and organised by the teacher in charge, epipens must be signed out from the office. If any of these tasks are delegated by the teacher in charge to an ES staff member, it is still the teacher in charge that has core responsibility.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal and/or Assistant Principal, in consultation with the classroom teacher and the Teacher in Charge. The Principal or Assistant Principal will inform parents at the request of the teacher.
- Parents and other interested adults may be invited to assist with excursions to comply with DET recommendations. When deciding on which adults will attend, the Teacher In Charge will take into account –
  - Any valuable skills the adult has to offer. e.g. bus licence, first aid , expertise with the planned activities etc
  - The need to include both male and female adults
  - Previous parent participation