

Aims

Excursions form an essential part of the Movelles Primary School Curriculum for Prep – Year 6. Worthwhile, educational excursion experiences are planned as part of the learning program to provide students with first hand experiences to assist in the development and understanding of the world around them; develop observation, reporting and recording skills, and enhance learning programs.

Excursions must be fully cost-neutral unless prior agreement is sought from the Business Manager and/or Principal.

Implementation

- The Principal Class will be responsible for the implementation and supervision of this policy and ensure that all excursions are conducted within Government and School Council guidelines.
- A Forward Planning document via Compass must be submitted for all excursions.
- Excursions should be integrated with learning and teaching experiences.
- Excursions for which students are required to pay will be carefully monitored and costs kept to a minimum. It is recommended that one excursion is held per term excluding sporting events.
- Parents must be notified at least two weeks prior to an event. (Sporting events may be an exception)
- A full costing of the event must be provided to the Principal/Assistant Principal for approval via forward planning on Compass and detail total costs including CRT cover etc.
- Final payment for all excursions should be no later than one week before the event. Late Payments for excursion will only be accepted after permission is sought from the Business Manager and Principal class.
- A First Aid Kit, a list of students permitted to go on the excursion and emergency contact phone numbers and a mobile phone will be taken on all excursions. Special consideration will be made for students with anaphylaxis alerts.
- The Compass event roll must be marked prior to leaving the school grounds, and students staying behind must be marked on the event non-attendees roll and the class they are split to should be reflected in their split list.
- Full school uniform is a requirement for all excursions unless otherwise specified.
- Event organisers must ensure that excursions are carefully calculated to avoid a loss.
- Parents with a WWCC may be invited to assist staff on excursions if staffing availability does not meet required ratio.
- Any subsidies for costs must be approved by the College Principal.

Evaluation

This policy will be reviewed as part of the College's three year review cycle

Last reviewed March, 2020. Due for renewal 2023.