

MANIFOLD HEIGHTS PS EXCURSION, CAMP & ACTIVITIES

POLICY

Rationale:

- The school's excursion, camp and activities program enables students to further their learning and social skills development in a non-school setting. Excursions, camps and activities complement, and are an important aspect of the educational programs offered at our school.

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:

- Excursions, camps and activities are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- School Council is responsible for the approval of all excursions, camps and activities.
- School Council will ensure that all excursions/incursions are maintained at a reasonable and affordable cost, and comply with all DET requirements, especially staff supervision ratios.
- Any service providers engaged to conduct activities, information sessions etc. at excursions, camps or activities must meet ATO guidelines and insurance requirements prior to being confirmed. Documentation to be provided to the Business Manager for approval.
- The event organiser will coordinate each activity and accept final responsibility for reminding students of permission and payments required. Up to date information regarding permission forms and payments is available on Compass.
- All activity notices will be generated from Compass and distributed to students.
- Prior to the commencement of any detailed planning relating to a proposed excursion, camp or activity the teacher in charge must create a New Event on Compass to seek approval for the event.
- The event organiser should clarify that activity supports student learning with Principal for any new excursions, camps or activities. Please refer to the Planning Questions.
- When creating a New Event on Compass, the event organiser must be aware that the Leadership Team will consider the following:
 - What is the purpose of the excursion and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
 - Is an appropriately trained member of staff able to provide First Aid?
 - Is the location of staff and students throughout the excursion including during travel known?
 - Are the student to teacher ratios as per DET guidelines?

- If approved, the online Notification of School Activity form must then be submitted three weeks prior to the activity. The submission of this form is compulsory.
- School Council strongly prefers that students only travel on buses fitted with seatbelts.
- The Principal requires a written report from the teacher in charge if any mishaps or concerns have arisen.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish their children to attend an activity, will be required to discuss their individual situation with the Principal, Assistant Principal or Business Manager. Decisions relating to alternative payment arrangements will be made via the Business Manager on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions/incursions. All activities must be paid for by the due date (two days prior to activity) as provided on the notice. Students whose payments have not been finalised will not be able to attend unless alternative payment arrangements have been organised with the Business Manager.
- The Compass permission note must be returned with payment for students to participate in any excursions, camps or activities including those held at the school.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- School uniform will be worn by students unless otherwise specified.
- The school will provide first aid kits for all excursions, camps and activities.
- Completed permission forms and medical information must be carried by staff at all times.
- School excursions, camps and activities require cooperation and common-sense of all participants. However the event organiser who oversees the operations of the excursion, camp or activity is required to take charge of the event and make key decisions and accept ultimate responsibility for the excursion, camp or activity.
- Parents may be invited to participate in excursions, camps and activities. When deciding on which parents will attend, the teacher in charge will take into account:
 1. The parent has a current Volunteer Working with Children Check.
 2. Any valuable skills the parents have to offer. E.g. bus licence, first aid etc.
 3. The preference to include both male and female parents.
 4. The special needs of particular students.
- Parents selected to assist with excursions, camps and activities may be required to pay the costs associated with the activity.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions, camps and activities. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion, camp or activity due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the teacher in charge.
- Refunds - Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, **no refund** is able to be given.
- Where a per head fee is charged refunds are able to be given provided payment has not been made in advance to supplier.
- Refunds will only be given when requested in writing within 21 days of the excursion taking place or the commencement of the camp and on the provision of a medical certificate, and in accordance with the above conditions.
- Mobile phone contact details for staff attending the excursion, camp or activity must be provided to the Office prior to departure.

- In the event of a bushfire, if possible, retreat to a safe area as directed by the staff in charge at the activity location or other areas may include a river, broad track, rock or cleared area.

Preparation Tasks Before Departure for Event Organiser

APPROVAL	
	Discussion to clarify that activity supports student learning with Principal for any new excursions, camps or activities. Please refer to the Planning Questions.
	Provide a quote or other information detailing any terms and conditions of the venue and transport and any other associated costs and seek approval from the Business Manager. <i>Activities must be planned to cover costs based on 80% of students participating.</i>
	Create a New Event on Compass including attendees, staffing and costs. Due date for final payment and permission will be two clear days prior to excursion/incursion (or earlier if required to confirm bookings).
OTHER REQUIREMENTS	
	Submit the Notification of School Activity form online at least three weeks prior to the activity. The submission of this form is compulsory.
	Bus Booking – Complete a purchase order and contact the bus company to request a booking.
	Arrange for payment of deposits and final payments (e.g. for venue, service providers or buses) in conjunction with the Business Manager.
	Distribute the Compass permission form to students at least three weeks prior to the excursion, camp or activity.
	Working with Children Checks confirmed and a copy provided to the Office if any parents are attending the activity.
WEEK BEFORE	
	Obtain an update of student permission forms and payments at least one week prior to the final payment deadline. Up to date information regarding permission forms and payments is available on Compass.
	Remind students and parents if they haven't yet returned their permission and/or payment.
DAY BEFORE EXCURSION	
	Collect First Aid & Anaphylaxis Kits (if required), Student Details Folder & Permission Forms (if applicable) from the Office
	If personal mobile phones are being used, has the phone number been communicated to the Office?
DAY OF EXCURSION	
	Ensure you mark your roll on Compass or provide a printed copy to the Office.
UPON RETURN	
	Return First Aid & Anaphylaxis Kits (if required), Student Details Folder & Permission Forms (if applicable) to the Office

Evaluation:

- This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in

May 2017