

KINGSLEY PARK PRIMARY SCHOOL EXCURSION AND INCURSION POLICY



1. RATIONALE:

The school's excursion and incursion policy enables children to further their learning and social skills development in both a school and non-school setting. Excursions and incursions complement, and are an important aspect of the teaching and learning program at Kingsley Park Primary School.

2. AIM:

- 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.
- To assist with the social development of children through participation in activities in a variety of settings.

3. IMPLEMENTATION:

- Teachers will plan excursions and incursions that supplement the teaching and learning program.
- All endeavours will be made not to exclude children for financial reasons. Families experiencing financial difficulties will be required to discuss their individual situation with the Business Manager prior to the due date and make mutually agreeable arrangements.
- All families will be given sufficient time to make payments. Notices and information about cost will be sent home on the first day of each term and families will be given two weeks to finalise payment or make arrangements with the Business Manager.
- Children who have not paid by the due date and haven't made alternative payment arrangements will not be allowed to attend the excursion or incursion.
- Office staff will be responsible for managing and monitoring payments.
- Each excursion or incursion will have a designated 'teacher in charge' who is responsible for finalizing all arrangements, collecting payment information from the Business Manager and distributing information to individual teachers.
- No child will be allowed to attend an excursion without a permission form signed by a parent/guardian and full payment or a payment plan approved by the school business manager. Verbal permission may be acceptable in special circumstances. In the case of incursions, payment can suffice as permission. Individual cases must be discussed with the Principal.
- Refunds will only be considered in extreme circumstances and will be based on the business manager's and Principal's discretion.
- Staff are required to ensure that excursion and incursion arrangements comply with Department of Education guidelines.
- A mobile phone and appropriate number of First Aid kits must be organized by the First Aid Officer and taken on all excursions.
- Individual classroom teachers are responsible for ensuring that children with special needs are catered for i.e. Epipens.
- Individual classroom teachers are responsible for making arrangements for children not attending an excursion or incursion. The office must be notified of these arrangements prior to the event.
- Completed permission slips must be carried on excursion at all times.
- Bus arrangements: Children will travel to and from excursions on buses containing seat belts.
- Children who have displayed inappropriate behaviour at school in the lead up to an excursion or incursion may be excluded. A decision is made in consultation with the Principal and classroom teacher. Parents will be notified of any such decision.

- If any child displays behaviour that is considered dangerous to themselves or others or that reflects badly on the school, they may be removed from the excursion or incursion. A decision is made in consultation with the Principal and classroom teacher.
- Any parent accompanying children on an excursion must have a current working with children check.

4. EVALUATION:

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

This policy was approved by council on : 2013

This policy will be reviewed on : 2016