



ST. BERNADETTE'S PRIMARY SCHOOL

EXCURSION POLICY

School excursions are an integral part of learning and allow students to develop skills and knowledge beyond the classroom.

Goals

- To extend learning beyond the classroom and the school
- To develop understandings about the broader world in which students live

Implementation

- An excursion is defined as any activity beyond the school grounds
- The Principal must approve all excursions (form attached to this policy and in Staff Handbook)
- Excursion budget will be allocated to each class and will be expended for that purpose. Classroom teachers are responsible for monitoring this budget.
- A designated "teacher in charge" will co-ordinate each excursion.
- Prior to attending any excursion a permission form must be obtained from parents/guardians.
- Full information on excursions including transport, venue, supervision etc is to be provided to families.
- The "teacher in charge" will ensure that all school, Government and CEO guidelines are met when planning the excursion.
- Classroom teachers should attend all excursions.
- First aid kits MUST be taken on all excursions along with permission forms showing contact details for families/medical details etc.
- The school must be advised immediately of any emergency situation occurring whilst children are on excursion.
- Parents may be invited to assist with excursions – considerations should include...
 - Skills of parents
 - The need to include both male and female parents
 - Special needs of particular students
 - Police checks and working with children checks in place
- The school does not encourage parents to attend excursions with younger siblings as this is detrimental to the supervision of the group.
- Only children who have displayed sensible, reliable behaviour at school will attend excursions. Parents will be notified if their child is in danger of losing their invitation to participate in an excursion due to behaviour. The final decision to attend or not will be made by the Principal.

Evaluation

The application of this policy will be monitored regularly. The policy will be reviewed as part of the school's review cycle to ensure effective delivery and outcomes.

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