RATIONALE:
An excursion is defined as any activity which occurs away from the school. An incursion is defined as a special activity held at the school with a visiting facilitator. Both are regarded as an integral part of the learning program for all students.

AIMS:
• To enhance students’ learning, knowledge, understanding and appreciation of local community and other environments through the provision of first-hand experiences.
• To develop skills in observation, recording and reporting.
• To assist in the development of confidence, independence and a sense of responsibility, particularly in the areas of personal and group safety.

IMPLEMENTATION:
• Each excursion/incursion shall be planned in line with the required curriculum. Approval must be sought from the Principal.
• Parents, and others, who attend excursion/incursions must have a current Working With Children Check (WWCC) or have presented their receipt of application. Their name must be recorded on the WWCC list at the Office and the card sighted by the Principal.
• Parents, and others, accompanying excursions must be well informed of all aspects of the activity and supervision requirements. This is the responsibility of the Classroom Teachers. If an adult other than a parent requests to attend an excursion, prior arrangement is to be made with the Principal.
• A file shall be maintained for the purposes of keeping all advertising and administration details for excursions/incursions. This should be referred to when undertaking planning.
• Department of Education and Early Childhood Development (DEECD) and the Catholic Education Office Melbourne (CEOM) regulations, will be complied with when planning and undertaking excursions/incursions, particularly in regards to Emergency Management.
• A ratio of at least one adult to ten children is expected on all out of school activities. This ratio may need to be increased depending on the activities.
• Permission and Medical Authority Forms are to be signed by the parent/guardian for each activity that occurs away from the school. No student shall attend an excursion without written authority from the parent/guardian. Permission and Medical Forms are to be taken by the supervising teacher(s) and a copy of the Medical Form is to be left at the School Office. All forms are sent to the Principal’s Office at the end of the school year for storage.
• All children will be expected to attend excursions/incursions. All excursions will be financed from the amount collected from school levies charged at the commencement of the year, except sport e.g. District Athletics and Cross Country, where children will need to be charged a small cost for the bus.

• Excursions/incursions should be planned within the allocated budget. Allowance will be made for excursions/incursions related to special events e.g. Book Week.

• Any child with a specific medical problem must give their medication, with a signed Medication Form, to the teacher prior to leaving the school. Where appropriate, children with asthma will carry their own inhaler and spacer.

• Students who continually display non-co-operative behaviour at school may be excluded from attending an excursion/incursion, after consultation with the parents and the Principal.

• Parents/Guardians should receive a minimum of two weeks advance written notice of an excursion, giving full and clear details including mode of transport, travelling times, dates and places to be visited, as well as information about meal breaks, clothing and special requests.

• A mobile phone and medical kit will be taken on all excursions.

• Notice of incursions may be advised via Class or Level Newsletters or the School Newsletter.

• Visiting groups for the whole school may be arranged after staff discussion. Consideration needs to be given to the budget and curriculum when making whole school bookings.

• All buses booked must have fitted seatbelts. However, for shorter trips (i.e. Interschool Sport) this may not always be possible.

• As soon as excursion and incursion activities have been confirmed these are to be entered into the Principal’s diary, written on the whiteboard in the Staffroom and registered on the Student Activity Locator on CEVN, the intranet of the Catholic Education Office website.

**EVALUATION:**

This policy will be reviewed as part of the school’s three yearly cycle.