



# Excursion & In-School Performance Policy

## Objectives

Excursions and in-school performances are a valued aspect of the programmes and curriculum offered at Windermere Primary School. Excursions and performances offered to students should meet **one or more** of the following objectives:

- The excursion/performance provides an opportunity for students to develop new or deeper understandings of an aspect of their curriculum. For example, a visit to the Aurora Science Centre as part of a unit focusing on “Energy.”
- The excursion/performance assists students to develop their social skills and ability to interact with others, including the broader community. For example, a trip with a buddy class or regular visits to a nursing home.
- The excursion/performance celebrates a significant event. For example, an end-of-year excursion to the Botanical Gardens for theatre in the park.

## Approval

It is the class teacher’s responsibility to plan an excursion, ensuring that the above criteria are met. All excursions must be approved by the principal. Approval for an excursion should be sought as early as possible using the form located in the office.

## **Costs**

In line with Departmental policy, students are not to be charged for excursions or in-school performances. The school has a budget dedicated to meeting excursion and performance costs.

## **Frequency**

Teachers are encouraged to give students the opportunity to participate in excursions and performances that meet the objectives described above. Depending on the cost and nature of the performance/excursion, funding is usually available to classes for up to 3 excursions and 3 performances a year.

## **Parent/Volunteer Help**

The participation of parents and volunteers on excursions is highly valued. For any excursion involving overnight travel it is essential that accompanying parents/volunteers have police clearance. Teachers should check parent/volunteer status with the principal. Teachers should list accompanying parents/volunteers on the excursion approval form located in the office and have this approved by the principal before committing to taking them.

All parents and volunteers working with students in classrooms and assisting during performances must have police clearance. If unsure, teachers should check parent/volunteer status with the principal.

## **Parental/Carer Permission**

All excursions require written parental/carers permission. Permission letters should be attached to the excursion approval form when it is submitted to the principal and should only be sent out once the excursion has been approved.

Permission letters should require parents/carers to agree to collect their child from any excursion where the child's behaviour is inappropriate or dangerous.

Where possible, performances should be advertised in the newsletter to keep parents/carers informed.

## **Safety**

To ensure the safety of all students and accompanying adults it is important that adequate adult supervision is available on excursions.

Generally, an excursion will only be approved where the following adult to student ratios are maintained:

K-2: 1 adult for every 6-8 students.

3-6: 1 adult for every 10-12 students.

For outdoor education excursions (eg. swimming, bushwalking) teachers should consult with the principal and ensure compliance with Departmental Safety Guidelines. These can be located on the Department's website: <http://www.education.tas.gov.au/outdoors/essential.htm>

**A risk management plan** must be completed for all excursions. Proformas are available on the intranet. A minor excursion risk management plan can be used for excursions to parks, museums and other places where there are minimal risks. For excursions with more serious risks, such as swimming, rock climbing, bushwalking etc, an inherent risk plan must be used.

A first aid kit and mobile phone should be taken on all excursions and teachers should check (through permission letters) whether students have any medical conditions such as asthma or allergies.

In the event of an accident or incident on an excursion the principal should be contacted immediately.

### **Student Participation**

In some cases it may pose a safety risk to take a particular student on an excursion. Staff should discuss any concerns they have as early as possible with the principal and preferably before permission letters go home.

Students may also demonstrate through their ongoing behaviour that they are not sufficiently responsible to participate in an excursion or performance. The principal should be notified as soon as possible if any student is ineligible to participate.

### **Student Behaviour**

Where a student's behaviour is inappropriate or dangerous on an excursion the principal should be contacted as soon as possible. Where possible, the student's parent/carer will be contacted and asked to collect the student. If this is not possible a senior staff member will collect the student.

### **Accompanying Adults:**

<b>Name</b>	<b>Police Clearance</b>
	<b>Yes/No/Unsure</b>
	<b>Yes/No/Unsure</b>
	<b>Yes/No/Unsure</b>

**Mobile Phone Contact Number:**

**Are any students ineligible to participate or likely to be ineligible to participate?  
Please give details:**