



St Francis of Assisi
PARISH PRIMARY SCHOOL

EXCURSION AND INCURSION POLICY

Rationale

The school's excursion/incursion program enables students to further their learning and social skills development in a non-school setting. Excursions 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

- An excursion is defined as any activity beyond the school grounds.
- An incursion is defined as any activity in the school grounds which brings outside resources into the school
- All excursions must be approved by the Principal or Deputy Principal. In doing so, the Principal will ensure that all excursions are maintained at a reasonable cost. They form part of the Level budget for the year.
- Each excursion/incursion will be coordinated by the designated teacher in charge of the excursion.
- The designated teacher of the excursion will ensure that all excursions, transport arrangements and excursion activities comply with guidelines: 1:10 ratio: one adult to every 10 students.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a first-aid kit for all excursions.
- Prior to booking an excursion/incursion, the Teacher in charge needs to complete a form providing the following details:
 - The grade, number of students, date, destination, person in charge and cost per child
 - Reason for the excursion
 - Before and after activities
 - Venue details
 - Travel details
 - Permission form with information to be included for parents:
 - Purpose of the excursion
 - Lunch arrangements

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- Clothing to be worn
 - Permission Form to be returned by date
 - Names of Supervisors
 - Names of 'At Risk' students
 - Total cost per child
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- Principal or Deputy Principal to authorise the excursion/incursion.
 - Prior to any child attending an excursion/incursion, parents/guardians must have provided to the school a signed permission form.
 - One copy of the completed Permission form with information regarding parents / guardians contact numbers and medical information must be carried by the teacher on excursion at all times.
 - One copy of the completed Permission form with information regarding parents / guardians contact numbers and medical information must be left at the office.
 - A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
 - Parents of children involved in excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account:
 - The need to include both male and female parents.
 - The need to give opportunities to all parents.
 - The special needs of particular students.
 - Parents selected to assist with an excursion may be required to pay costs associated with the excursion.
 - Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.
 - Teachers will be notified by the Principal, Deputy Principal, Leader of Learning and Teaching or Level Leaders of suitable excursions/incursions for students.