



EXCURSION & INCURSION POLICY

Rationale

Abbotsford Primary School's incursion and excursion program enables students to further their learning and social skills development in a non-school setting. Incursions and excursions complement, and are an important aspect of the educational programs offered at our school.

Camps

Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. The program provides opportunities for students to express and develop knowledge, skills and values in different environments.

Our school camping program promotes self-esteem, resourcefulness, independence, leadership, cooperation and tolerance.

Swimming

Swimming is an integral and essential part of the physical education program. Becoming a confident and competent swimmer is essential to student safety, as well as increasing opportunities for both leisure and sporting pursuits.

Purpose

- 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.

Guidelines

General

- An excursion is defined as any activity beyond the school grounds; an incursion is defined as an activity held within the school.
- Excursions will be well planned and linked to student learning and outcomes.
- Parental assistance is encouraged and can be arranged through the teacher. Each class will participate in a minimum of two excursions and two incursions per year.
- The teacher in charge will ensure incursions/excursions are well spaced and do not clash with other school events.
- Signed permission notes and medical authorisation forms, together with the payment, need to be sent to the office by the due date. Children whose payments and permission notes have not been received by the due date will not be allowed to attend the excursion/incursion unless alternative payment arrangements have been previously organised with the Principal.
- In the event that an incursion or excursion is rescheduled on another day:-
 - I. The original permission forms and receipt of payment dates will apply
 - II. Permission forms may need to be re-affirmed or re-issued
- At the discretion of the Principal refunds of payments may be issued for non-attendance if the student has not been counted for invoicing purposes. E.g. If the school is out of pocket no refund will be issued. If the school is not out of pocket a refund may be issued on request.
- All endeavours will be made to include students in all incursions/excursions. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.

- Parents selected to assist with an incursion/excursion will require a Working with Children Check.
- The decision to exclude a student on behavioural grounds will be made by the Principal, in consultation with the classroom teacher.
- Incursion/ Excursion Planning and Approval Form must be completed per level by the staff member in charge and left at the office before the class leaves on the excursion. This form will include details of staff and parents attending, the number of students attending, and the names of students not attending.
- DEECD requirements include:
 - I. Student Activity Locator (SAL) –
<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/forms.htm>
 - II. Risk Register –
<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/forms.htm>
 - III. DEECD proforma –
<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/forms.htm>
 - IV. Parent Consent Forms –
<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/forms.htm>
 - V. Risk Management Plan from the Host
 - VI. Internal forms

The minimum staff-student ratios for incursions/excursions shall be:

- I. Day incursion/excursion – 1:20
 - II. Abbotsford Primary School will comply with an additional staff-student ratio for excursions which will include a ratio of 1:10 once student numbers have exceeded 10 students.
 - III. Abbotsford Primary School will comply with the requirement of extra parent volunteers for Foundation- Grade 4 excursions.
 - IV. Overnight incursion/excursion – 1:10
- The school will provide a first aid kit and ensure a mobile phone is available on all excursions.
 - Completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times.
 - Parent Consent Forms and money requests are to be sent out to parents at least three weeks prior to the event unless negotiated and approved by the Principal.

Camps

- Overnight camps must have School Council approval.
- The program is sequential.
 - Prep and Grade 1 - Twilight activity
 - Grade 2 -Sleepover at school
 - Grades 3 and 4 - Three day outdoor activity program
 - Grades 5 and 6 a four to five day outdoor activity/cultural/environmental program.

Swimming

- The school's annual swimming program will be organised and coordinated by the Swimming Co-ordinator
- All students P-6 will be offered and strongly encouraged to participate in the swimming program as provided by the chosen learn to swim facility
- Parents must provide a completed and signed swimming permission form for their child to participate in the program.
- Students with gastro will not be permitted to participate in the swimming program until 48 hours after the initial symptoms.

Evaluation

This policy will be reviewed as part of the school's four-year review cycle.
This policy was last ratified by School Council in June 2016.