



EXCURSIONS POLICY

Excursions and class camps are regarded as an integral part of the School's curriculum and teaching practice at Korowal. Students are expected to attend all excursions and camps.

Policy Regarding Parental Attendance at Korowal Class Camps

Class camps form an important part of the Korowal curriculum. It is an opportunity for children and their teachers to form stronger connections and of course for students to experience learning outside of the classroom.

In this context it is important for parents to support the authority of the teacher, particularly with regards to the School's values and principles.

For the children camps should be fun as well as educational.

Our experience has shown us that class camps can achieve the maximum experience for our children when parents are mindful of the following:

Smoking and consumption of alcohol must not occur

Students should be transported in the buses provided and not in private vehicles

Parents should engage with the children in all the experiential activities. This includes activities like listening, singing, reflective discussion with the children and physical activities.

Individual child requests should always be confirmed with the class teacher. Please note that the Year 6 camps are specifically designed to be parent-free.

Parents attending a class camp need to complete the slip below. They also need to sign a "working with children" child protection form, which can be obtained from the office.

I have read the School policy regarding parental attendance at class camps and agree to abide by that policy

Parent's signature

Date:

PROCEDURAL GUIDELINES

The Executive delegates its responsibility regarding the educational and social grounds upon which a camp or excursion is based to the teacher arranging the excursion.

1. All excursions must be applied for using the designated forms and approved by Executive before any firm bookings are made. The forms are available to teacher's on Google Drive.
2. Excursion applications are to be filed as reference for future excursions.
3. The Executive will resolve any clash between excursions or camps.
4. In general, a fortnight's notice of an excursion is to be given to the Executive. If this is not possible, the teacher organising the excursion must contact any teaching staff likely to be affected by the excursion before proceeding.
5. Excursions approved by the Executive must be notified to all staff.
6. Executive will take responsibility for ensuring that playground duties are covered if teachers are absent from playground duties because of an excursion.
7. Parents must be informed in writing about proposed excursions.
8. Where the excursion involves train travel, teachers will specify the station to and from which supervision will be provided.
9. Teachers who have a number of classes (e.g. High School and part-time staff) will provide written work for the relief teacher, and leave this with either the Primary or High co-ordinators.
10. All excursions will be planned considering disruption to the usual teaching program, and whether such disruption is warranted.
11. Camps will be costed so that:
 - Teacher's fares, tickets, accommodation and food costs are covered.
 - A 10% exigency allowance is to be built in.
12. Parents accompanying an excursion or camp will meet their own costs, *unless acting as bus driver*.
13. When using the Korowal bus:
 - Make sure it is available (check bus diary)
 - Calculate fuel usage (about 25 litres per 100 km)
 - Make sure each driver is approved by Executive for driving the Korowal bus and has the appropriate licence. Licence needs to be photographed and a copy kept in the School Office.

Advice for Teachers Arranging Excursions

- Start organising excursions early, especially camps.
- Fill out an excursion form. This is essential, for the School is the initial point of contact for parents. Information must be accurate and able to be conveyed quickly.
- Inform parents of the nature of the excursion (informal notes to start, but a formal statement along the lines of the attached form later).
- Cost the excursion carefully (e.g. entrance fees; camping fees; bus costs; bus driver if needed; food; gas for barbecues; 10% exigency fund).
- Parents may accompany excursions or camps at the invitation of the organising teacher, who is in charge and responsible at all times. It is acceptable for a teacher to say "no" to a parental request to attend. Parents wishing to attend a camp must be given a "Parents attending Camp" policy which they need to sign and return to the organising teacher.
- When parents accompany the excursion or camp, brief them as to their responsibilities - outline their duties. If changes are made, inform them.

- **Bush walks must be walked shortly before the excursion takes place.**
- When changes to plans occur, inform the School immediately (and parents if it is possible to do so).
- When more than one teacher accompanies an excursion, the organising teacher will brief his / her colleague
- Copies of any notes sent to parents will be given to the appropriate Coordinator.
- Copies of any notes sent to parents will be posted on the School's e NOTICeBOARD
- Copy of letter to be signed by parents attending class camps:
- Factoring in the cost for students who cannot afford the event should also be considered.

The School Executive suggest that:

The proposed excursion is mentioned to all staff for 'in theory' approval at cluster.

All letters and associated costs are finalised and signed off by the School 3 weeks before the date, so that the students have more than 2 weeks to get their payment in. Short notice may challenge some families.

All forms must be completed and submitted to Executive before the excursion or camp will be signed off, especially the risk assessment.

The permission letter must contain a co-ordinators' signature before it is given to students.

All paper work will be returned to the teacher supervising the excursion, who will then give it to the office. The staff will hold it in the office, along with any spare excursion notes, until the excursion is over, then file it. Where possible, please keep an electronic copy in the excursions file for future use.

The office staff are to be given a contact phone number for the supervising teacher.

A multipass may be a preferred ticket for all students needing to catch more than one mode of transport.

A student cannot attend the excursion if payment has not been received 24 hours prior to the excursion. A student cannot pay on the day.

Policy reviewed	June 2014
Next review	June 2015 or earlier if required