



RATIONALE

To experience and observe situations first-hand is a meaningful and effective way of learning. Excursions and visiting groups provide opportunities for an enriched education program.

AIM

- To provide motivation and stimuli for learning situations.
- To support existing classroom educational programs.
- To initiate, continue or conclude the study of a particular topic.
- To widen students' experience in life.
- To foster co-operation and group identity.

IMPLEMENTATION

- Excursions should be planned with the knowledge, involvement and overview of the Principal or his/her nominee.
- Procedures should be within the regulations established by DE&T.
- Excursions should be self-funding.
- Arrangements may be made by the Principal or nominee so that a child in genuine financial need may attend.
- Consideration should be given to the spread of parents' costs.
- "Excursion Organiser and Planner" to be used, including a class list of participants and non-participants, which is to be left at the office. A copy will be taken on the excursion.
- Generic Kalinda PS Excursion /Incursion Form to be used for all excursions.
- Excursions beyond the local cluster schools, buses with seat belts will be used where possible.
- Children in all grades must wear identification tags which will indicate students with specific medical conditions.
- All school administration procedures on excursions should be followed.
- A mobile phone will be taken on excursions and any relevant adult phone numbers will be left at the school office.
- Staff will take permission slips and emergency phone numbers with them on excursions.
- All children attending need a signed permission form with emergency contact phone numbers.
- In an emergency this form enables staff to have permission, where impracticable to communicate with the parent, to seek appropriate medical or surgical treatment.
- Staff and accompanying adults will complete a form indicating an emergency contact number for the day.
- Adults accompanying excursions will sign in at the office and leave an emergency contact number.
- All parents attending need a police check. (Refer Volunteers Policy)

Responsibility for this policy and its implementation rests with the Principal or nominee.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

Related Policies: Outdoor Education