



ROCKDALE PUBLIC SCHOOL

Lord Street, Rockdale 2216
Postal Address:
P.O. Box 863, Rockdale 2216
ABN 67 441 830 081

Telephones: 9567 6146
9567 8893
Facsimile: 9567 1947

ROCKDALE PUBLIC SCHOOL EXCURSIONS AND OTHER VISITS POLICY

Rationale

Excursions are an important and integral part of the school curriculum and of the teaching and learning process and must be justified on this basis.

Excursions:

- Offer enrichment to the planned curriculum;
- Broaden children's concepts;
- Reinforce the achievement of outcomes;
- Provide opportunities for the development of appropriate social skills; and
- Promote the development of self esteem.

Definition

An excursion is a learning experience external to the school site organised and supervised by the school staff and approved by the Principal. An excursion can be a brief visit of less than an hour to a local point of interest or an extended journey occupying a number of days and requiring overnight accommodation.

Performing arts groups performing out of school is considered an excursion.

This policy does not refer to the weekly PSSA sporting activity but all other off site activities.

Participation

All children within the specific learning group must be given the opportunity to participate unless they are considered at risk due to their inability to obey instructions or where they will jeopardise the safety of themselves or others.

Aboriginal students may seek support from the ASSPA Committee.

Specific Requirements

All teachers participating in an excursion must accept responsibility for students in their care for the duration of the excursion.

Parent/care givers must be informed of the full details of the planned excursion in writing, including details of all planned activities.



ROCKDALE PUBLIC SCHOOL

Lord Street, Rockdale 2216
Postal Address:
P.O. Box 863, Rockdale 2216
ABN 67 441 830 081

Telephones: 9567 6146
9567 8893
Facsimile: 9567 1947

Signed consent forms granting permission for students to participate in an excursion must be obtained from the parents. If that is not possible, oral approval can be sought. The Principal must keep a record of any oral approvals given by parents. The book will be retained in the Principal's Office.

If parents do not permit participation of a student in an excursion, the school will make available a sound alternative educational experience.

The recommended standard excursion note as attached must be used as a minimum.

Excursion Costs and Payment Arrangements

Expensive excursions should be avoided.

Excursions must be costed to ensure the best value for parents.

Excursions must be fully self funded and not cause an imposition on the school finances. Quotes for transport, accommodation, venue costs and activities must be attached to the excursion *Plan for Care and Supervision* Documentation.

Firm dates for payment and receipt of consent forms must be set and conveyed to the parents. The Principal will decide if extensions or part payments will be accepted.

Safety and Special Requirements

Where an excursion requires special equipment or apparel, this must be used. Students and parents must be informed of this requirement as part of excursion documentation and briefing sessions.

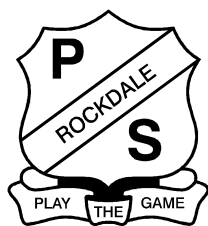
Roll Marking must be completed

- When leaving school;
- On arrival at the venue;
- At strategic times during the excursion; and
- When preparing to come home.

Playground duty must be swapped/covered.

The Canteen must be given at least two full days warning that an excursion is to take place.

Teachers must contact affected Scripture teachers the week prior to the excursion. A note in the Scripture Sign On Book is suggested.



ROCKDALE PUBLIC SCHOOL

Lord Street, Rockdale 2216
Postal Address:
P.O. Box 863, Rockdale 2216
ABN 67 441 830 081

Telephones: 9567 6146
9567 8893
Facsimile: 9567 1947

Transport

Public transport is to be used wherever practicable.

The organising teacher must call for 3 quotes for all transport. Buses fitted with seatbelts must be used for all excursions outside the metropolitan area.

Private transport may be used in exceptional circumstances where small group travel is cost effective. All parents must be notified of the name of the transporting parent or teacher.

Supervision

Adequate and appropriate supervision must be provided to ensure the safety of participants considering the number of students, their maturity, anticipated behaviour and activities planned.

In general, the approximate ratio of one teaching staff member to thirty students must be maintained. Where possible appropriate gender balance of staff is to be considered.

The same standards of conduct and the obligation to report suspected child abuse, improper conduct of a sexual nature and misconduct apply throughout all stages of an excursion as they do in schools.

Any excursion involving swimming or water activities and/or overnight accommodation must be accompanied by a member of staff who possesses current training in cardio-pulmonary resuscitation and emergency care.

All excursions must be accompanied by a member of staff who has undertaken emergency care training.

Where it is considered necessary, the site of the proposed excursion should be assessed beforehand to identify potential problems or dangers and to determine the level of supervision necessary to avoid the risk of injury.

First Aid

First Aid Kits to be taken on all excursions.



ROCKDALE PUBLIC SCHOOL

Lord Street, Rockdale 2216
Postal Address:
P.O. Box 863, Rockdale 2216
ABN 67 441 830 081

Telephones: 9567 6146
9567 8893
Facsimile: 9567 1947

Parent Involvement

Parents will frequently volunteer to assist on excursions. The number of parents who might be of assistance will vary according to the circumstances. The selection process for parents will be outlined by the organising teacher.

Associated costs of parents accompanying an excursion and assisting with supervision must be included in excursion planning. All other parents may be required to meet their costs.

Parents accompanying an excursion must complete the appropriate Prohibited Employment Declaration or child protection documentation.

Unscheduled Activities

Only activities originally scheduled in the program and which received parental permission are to be permitted on any excursion.

Film Screening

Details of proposed film viewing must be provided to parents. Under no circumstances are students to view films with the classifications M, MA or R. Parental permission must be obtained for PG classification.

Evaluation

An evaluation covering the itinerary, venue, safety, transport, student behaviour, value for money and recommendations must be attached to the original paperwork.

Excursion Notes

All excursion notes must be kept for a minimum of 2 years. All notes relating to the one excursion are to be placed in a brown envelope recording the date of the excursion, where the excursion went and the classes that attended on the outside. Enveloped notes are to be given to the G.A. who will place them in a large plastic bag, which will be housed in the Archives. The bags are to be rotated every 2 years.



ROCKDALE PUBLIC SCHOOL

Lord Street, Rockdale 2216
Postal Address:
P.O. Box 863, Rockdale 2216
ABN 67 441 830 081

Telephones: 9567 6146
9567 8893
Facsimile: 9567 1947

PLAN FOR CARE AND SUPERVISION DOCUMENTATION

Excursion Title: _____

Date: _____

Participants: _____

Supervising Staff and their Qualifications: _____

Quote 1: Name of Bus Company: _____ \$ _____

Quote 2: Name of Bus Company: _____ \$ _____

Quote 3: Name of Bus Company: _____ \$ _____

Costs: _____

Transport: _____

Departure and Arrival Details: _____

Provision of First Aid: _____

Principal's Signature: _____ **Date:** _____



ROCKDALE PUBLIC SCHOOL

Lord Street, Rockdale 2216
Postal Address:
P.O. Box 863, Rockdale 2216
ABN 67 441 830 081

Telephones: 9567 6146
9567 8893
Facsimile: 9567 1947

Emergency Contacts: _____

Roles of Teachers and Organised Supervision: _____

General and Specific Rules for Health and Safety for this Excursion or Other Visit:

Principal's Signature: _____ **Date:** _____



ROCKDALE PUBLIC SCHOOL

Lord Street, Rockdale 2216
Postal Address:
P.O. Box 863, Rockdale 2216
ABN 67 441 830 081

Telephones: 9567 6146
9567 8893
Facsimile: 9567 1947

ROCKDALE PUBLIC SCHOOL (ACTIVITY)

Dear Parents,

On _____ at _____ our _____
(date) (time) (activity)
will be held at _____
(venue)

Please return the permission note and correct money to your child's class teacher by

(date)

V. Bosevski
Principal
date

(Teacher's Name)
Organiser

PERMISSION NOTE (activity)

My child _____ of class _____ has permission to attend (activity) on (date) at (venue).

I understand that travel will be by bus and enclose (cost) to cover costs.

Special needs of my child which you should be made aware (e.g. allergies, medication – please provide full details):

In relation to the proposed water or swimming activities, I advise that my child is a strong/average/poor/non-swimmer*.

I give/do not give* permission for my child to participate in the water/swimming activities.

Signed: _____ Dated: _____
(Parent/Guardian)

- Delete words not applicable.

Excursion EVALUATION

Name of Excursion: _____

Venue:

Itinerary:

Safety:

Transport:

Student Behaviour:

Value for Money:

Recommendations:

Name of Person Completing Evaluation: _____

Date: _____