

Excursions and Incursions Policy

Review: 2026

Rationale

Excursions, performances and activities within the school create opportunities to enrich the learning of all students. They provide students with tuning-in opportunities for Inquiry topics and supplement units of work the students are undertaking at the time. They provide a broadening of the student's cultural and learning experiences.

1. Aim

Excursion and Incursion programs aim to:

- Assist the overall social and educational development of each student.
- Excursions and Incursions are designed to stimulate and motivate learning by providing direct experiences.
- Provide opportunities to extend students' experiences.
- Provide first-hand experiences in a range of activities across the curriculum.
- Develop independence, increased confidence, co-operation, shared responsibility and tolerance.
- To access the talents and expertise of people within and beyond the school.
- Develop the student's understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

2. Implementation

- An 'Incursions Levy' will be developed each year and incorporated into the student's book-list/contributions. Parents will pay for each excursion as they occur.
- All effort will be made not to exclude students simply for financial reasons. 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.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Students whose authorisation to attend has not been finalised by the nominated date on the excursion note may not attend unless alternative arrangements had been previously organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.

- A designated teacher within each Professional Learning Team will coordinate each excursion.
- All excursions/incursions notes/arrangements must be signed off by the Principal.
- Prior to any student attending an excursion, parents/guardians must have provided to the school a signed permission form, medical attention form and must have paid the costs involved or arranged alternative payment options with the Principal. Every effort will be made to obtain a signed permission, however there are occasions when a verbal consent is acceptable (via phone or in person) from the parent/guardian for incursions. Where excursions are concerned, parents must provide written consent.
- All appropriate, relevant documentation must be delivered back to the school by the due date in order to provide sufficient time for the teachers in charge to finalise all arrangements.
- The designated Teacher in charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training (DET) guidelines.
- Buses with seat belts will be used when travelling to excursions off-campus.
- Public transport such as trams and trains may be used to travel to venues.
- Information communicated to parents will identify the purpose of each excursion/incursion.
- DET regulations require a teacher – pupil ratio (normally 1 to 20) for activities outside the school. When planning commences, arrangements will be discussed with the Principal/Assistant Principal. Any changes to normal time tabling and staffing must be considered by staff and approved by the Principal/Assistant Principal.
- Excursions/incursions may involve part or all of one day. Overnight activities are covered by the Outdoor Education Policy.
- When appropriate, specialist teachers and parents may be involved in activities to assist with organisation and supervision.

3. Evaluation

This policy will be reviewed every four years according to the policy review structure implemented by the Education Committee.

4. Resources

- Documentation resources from the DET website.