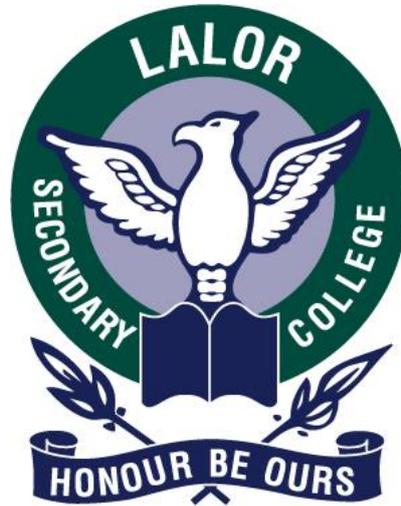


Lalor Secondary College
118 David Street Lalor 3075
PO Box 1015 Lalor 3075
Telephone 9463 7300
Facsimile 9465 3865
Email: lalor.sc@edumail.vic.gov.au



LALOR SECONDARY COLLEGE

Excursion Policy

2015- 2017

AIM

This policy has been developed as part of Lalor Secondary College's commitment to providing all students with opportunities to extend their learning experiences in a safe, secure environment and to ensure excursions are planned, approved and conducted appropriately and in line with DET guidelines.

Date ratified by School Council: 22nd July 2015
Review date: July 2017

The Department of Education defines an excursion as any activity organised by the school (except work experience) whereby students leave the school grounds for the purpose of engaging in educational activities that occur within a day (i.e. not overnight camps).

Basic Beliefs

1. Excursions are a part of the school curriculum; they allow for authentic and valuable teaching and learning opportunities.
2. Excursions enhance the classroom course of study in a particular subject and provide students with a richer experience of subject content.
3. Excursions should be organised so as to ensure proper duty of care to students and be of no cost to the school budget.
4. The extra work for teachers involved in organising, conducting and arranging excursions is recognised and acknowledged by the school community.
5. When planning excursions consideration must be given to the total school program. Minimum disruption should be aimed for.
6. All excursions must be conducted within guidelines issued by the Department of Education.

Guidelines for Action

Content

- Excursions should be relevant to the course of study in a particular subject/s, their focus should be to extend and enrich the students' experience and understanding of a concept or skill covered in the courses of study and expose students to learning experiences which they might not otherwise have.
- Excursions may also be permitted where they provide students with the opportunity to participate in sporting, cultural, community or citizenship events.
- When planning excursions, teachers should ensure that adequate and appropriate preparation of students takes place. This should include appropriate lead up and follow up work.

Costs

- Every effort should be made to keep the costs of excursions to a minimum without compromising quality or safety.
- The costs of excursions to parents/guardians will be taken into consideration when planning
- Where a student is withdrawn from an excursion by her/his family the school will endeavour to recover and refund as much of the payments already made as possible.

Duty of Care

Supervising teachers must ensure proper supervision of students throughout all excursions.

- One excursion staff member per twenty students.
- Note that if adventure activities are included in the excursion, these activities have their own supervision ratios. For higher risk adventure activities refer the Schools' Policy and Advisory Guide, <http://www.education.vic.gov.au/school/principals/spag/safety/pages/staffing.aspx>
- On excursions involving both female and male students the balance of gender between supervising adults should be considered.
- No student may participate in any excursion unless the supervising teacher has been provided with a signed consent form. **Approval over the phone will not suffice.**
- All signed permission forms must be taken on any excursion requiring School Council approval in the event of an accident or emergency requiring medical treatment to any student. If signed permission forms are not taken a summary list of all emergency contacts must be taken.
- All excursions begin and end at school, unless otherwise stipulated by the organising teacher within the excursion documentation.

- Students may only leave an excursion early when the supervising teacher has a written request to this effect from the student's parents/guardian and, in the opinion of the supervising teacher, it is appropriate within the context of the activity for the student to do so.
- The teacher in charge must have access to a mobile phone on the excursion. (The school mobile phone is available from the General Office). If a private mobile phone is to be used the number must be registered at the General Office.
- Lalor Secondary College first aid kits must be taken on all excursions. These are available from sick bay.
- The teacher must adhere to the requirements and guidelines for any student attending the excursion who has a medical alert. Individual student plans/ASCIA Action Plans and medication/auto-injectors must be taken and kept with the lead teacher at all times. Refer to the 'Anaphylaxis Policy', section entitled *Out of School Activities and Excursions*.
- The teacher must ensure detailed knowledge of the 'Duty of Care Policy', section entitled *Excursions, Incursions and Camps*.

Participation

- As excursions are a part of the school curriculum it is expected that all students for whom an excursion is planned will participate in it.
- The Principal reserves the right to refuse access to an excursion to any student whose behaviour is such as to make their participation an unacceptable risk to the wellbeing of the student themselves, other students or the supervising teachers.
- Teachers organising or attending an excursion should ensure that an alternate, meaningful program is provided for all students who do not participate in the excursion should the need arise.

Travel

- The use of private motor vehicles should be avoided unless there are so few students attending the excursion as to make it the most efficient means of transport.
- When a private vehicle is to be used for the transport of students, the parent/guardian of each student should be advised of the name of the driver(s) and requested to sign consent for their child to travel in vehicle(s) driven by the named driver(s).
- Any private vehicle used for transport in connection with any school program or function must be currently registered and comprehensively insured and the driver must hold a valid driver's license. These details must be provided for inclusion in the schools' private vehicle use register.
- Accurate records of names of students travelling in each vehicle must be left with reception before departure.
- Students are not permitted to transport other students in private vehicles in connection with any school program or function regardless of when it is held.

Student Behaviour

- The school Code of Behaviour Guidelines and Uniform Policy will apply on all excursions.
- In cases of extreme misbehaviour excursion staff, following consultation with and approval of the Principal, may determine that a student should return home or the school during the excursion. In such circumstances, the parent/guardian should be advised of the events, which have led to this decision, and the arrangements made for the students return home or the school.
- Parents/guardians will be responsible for any costs associated with the student's early return from an excursion.

Scheduling

- Excursions should be timed so as to involve minimal disruption to the educational program of other students.

Procedures

Local excursions should be submitted to the relevant Assistant Principal at least one month in advance so that approval can be given at least three weeks prior to the excursion taking place.

Whole year level excursions should be submitted to the relevant Assistant Principal at least six weeks in advance.

Overnight, country, interstate, international and adventure excursions must be organised according to the Lalor Secondary College Camps Policy guidelines.

Overseas trips must be planned in accordance with the Lalor Secondary College Camps Policy and submitted at least six months prior to the proposed dates.

Teachers who wish to take students on an excursion should follow the procedures set out below:

1. Check the key dates concerning the general organisation of the excursion and a suitable date.
2. Consult with the relevant KLA leader and the Sub School Leader.
3. Use the Excursion notice (APPENDIX A) or obtain an excursion form from 300s staff room and complete each section. Check with the General Office for travel arrangements, including booking of buses. (Please note: the General Office makes all travel bookings).
4. Check finance details and costs with Business Manager. Costing of excursions should be carried out carefully and quotes attached to the excursion form.
5. **Submit the** excursion form to Assistant Principal. All details of the excursion must be provided on the excursion form.
6. Once approved the excursion notice, including the consent form, will be generated by the Business Manager.
7. **The 'Student Activity Locater' must** be submitted to the Department at least THREE weeks prior to the activity. The online notification form is available at:
www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
Printed copy needs to be attached to excursion documentation.
8. Send out excursion notices in sufficient time for all money to be back to the school at least one week prior to the excursion. Late payments cannot be accepted.

Note: Consent forms and money for all students must be in to the General Office at least one week prior to the excursion otherwise the excursion may be cancelled.

9. It is the responsibility of the teacher organising the excursion to provide the office with a list of all students who plan to attend the excursion prior to money being collected so that the school meets audit requirements.
10. Teachers must email all staff at least two days prior to the excursion, the list of students attending the excursion.
11. The Student Data Manager must add the event on Compass and enter all students attending the excursion

Planning

1. Organising teacher to meet with teachers attending two days prior to the excursion.
2. Be aware of any part time staff and their limitations to attend the excursion.
3. Speak to Student Manager about suitable combinations of Home Groups.
4. Check with Student Manager about students that are not allowed to attend due to suspension or behaviour.
5. Allocate a staff member for First Aid and be aware of medical alert students.
6. Organising teacher should organise the excursion folders with the relevant information for staff attending.
7. Cameras to be booked and collected through the library and returned ASAP.

8. On the day of the excursion student medical plans, medication and auto-injectors needs to be collected from General Office.
9. All permission slips must be returned to the General Office at the completion of the excursion for archiving and legal purposes.

Expectations

1. All students will be required to wear full school uniform on excursions unless prior approval has been given by the organising teacher in consultation with a member of the Principal Class. This will be stated on the excursion notice.
2. No student is to be taken on an excursion unless he/she has returned a completed Permission Form and made the relevant payments.
3. An accurate list of students must be taken on the excursion together with the permission forms. (A copy of the list of students attending the excursion must be given in the General Office by the organising teacher prior to leaving on the excursion).
4. Adequate supervision arrangements are the responsibility of the organising teacher and will be contained within the excursion notice.
5. Teachers attending an excursion are to leave work for classes.
6. The school is to be notified as soon as possible after some unplanned action has taken place – student or teacher involved in an accident; change of plans etc.
7. All excursions leave from the school and finish at the school unless otherwise specified by the organising teacher in the excursion documentation.
8. If possible, the supervising teacher is to organise a report on the excursion for the school newsletter and facebook.
9. **The teacher in charge must have access to a mobile phone on the excursion. (The school mobile phone is available from the General Office). If a private mobile phone is to be used the number must be registered at the General Office.**

Preparing for an Excursion – Checklist

- Decide where you want to have your excursion.
- Check Key Dates for suitable date and make tentative booking.
- Phone the Organisers (e.g. Luna Park, Arts Centre etc.)
 - How much will it cost per student?
 - Do we have to pay for teachers? Y/N
 - Do we have to have a cheque ready on the day or will they invoice us? CHQ? INV
 - Is there a cancellation fee if we do not go? Y/N How much?
 - How soon before excursion do they need exact no's?
 - Ask them to fax or post confirmation of prices. GST inclusive? Y/N (Attach a copy to yellow excursion form.)
- Fill in Yellow Excursion Notice.
- See General Office to get bus quotes.
- See Business Manager to help calculate cost to students.
- Make sure Yellow Excursion Notice is signed by relevant people.
- Prepare draft excursion notice
- Excursion form and all relevant documents to go to the relevant Assistant Principal at least four weeks before excursion. Whole year level excursions should aim for at least six weeks. .
- The 'Student Activity Locator' must** be submitted to the Department at least THREE weeks prior to the activity. The online notification form is available at:

www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp

Print out and attach copy to excursion documentation.

- Complete Bus Booking form.
- Excursion letter to be signed by Peter James and excursion organiser.
- Permission letter needs to be photocopied.
- Excursion notice to be issued to students three weeks before excursion and whole year level excursion should be four weeks.
- Due date for all money and CSE Fund requests to be in to the General Office one week before excursion.
- Confirm booking one week prior to excursion.
- A list of students who have paid will be issued to the organising teacher by the Business Manager seven days before due date to follow up students who have not paid.
- Late payments will not be accepted (except in extreme circumstances).
- Students who have not paid will be expected to attend school.
- A final list with all payments and permission slips will be given to the organising teacher four days before the excursion.
- Slips need to be sorted into home groups and slips checked for phone number contacts and parent signatures.
- Check if any medical alert students are attending and ensure arrangements for plans and medication etc are made and fulfilled
- All permission slips to be taken on excursion.
- To take on excursion :
 - L.S.C mobile phone/camera
 - First Aid Kit
 - Individual student plans/ASCIA Action Plans and medication/auto-injectors

Have a safe and enjoyable day.

APPENDIX A

LALOR S.C. EXCURSION FORM

NB: *Where the excursion is 'Subject Based' the teacher in charge should work closely with the Faculty Coordinator throughout the process.*

Date of Excursion:.....

Excursion to:.....

Contact Name of Organisation:.....

Address of Organisation:.....

Phone Number: Fax No:

ABN: GST Registered: YES NO *(Please tick one)*

If no ABN number, copy of exemption notice required.

Cost for activity: \$..... GST: Inclusive Exclusive

No of students attending:..... Year/Group:.....

Teacher Organising Excursion:.....

General Purpose of Excursion (extra documentation including program etc. should be attached).

All Staff supervising excursion:.....

EXTRAS TO BE COVERED

TEACHER	CLASS	PERIODS	SUBJECT	YARD DUTY

***Calculate Cost on the back/next page**

KLA/Program Leader Recommendation (Signed):..... YES NO

Level Manager Recommendation (Signed):..... YES NO

TRAVEL ARRANGEMENTS

Travelling by : HIRED BUS SCHOOL BUS WALKING/OTHER

PRIVATE CAR: REGISTRATION NO.: DRIVER: COMPREHENSIVE INSURANCE: YES NO

Will you be using CITYLINK? YES NO

Leaving Lalor S.C.am/pm Returning to Lalor S.C.am/pm

Lunch arrangements *(if applicable)*

Cost of travel \$ Travel Quote Booking

Mrs Temouskos - (Signed).....

***Please Turn Over**

***THIS EXCURSION NOTICE MUST BE GIVEN TO ASSISTANT PRINCIPAL (JAM)
AT LEAST 3 WEEKS BEFORE THE PLANNED DATE OF THE EXCURSION.**

This Excursion Form will be filed in the General Office

STUDENT COSTS FOR EXCURSION	
CRT Cost \$50.00 x Number of extras left ÷ No: students attending: \$50.00 x _____ ÷ _____	\$
Cost per student for travel	\$
Cost per student for activity	\$
Total cost to student	\$

Other Information e.g. Information regarding extras or CRT costs

Business Manager – Ms Debbie Boyce (Signed):..... (Budget approved)

Daily Org – Mr Theo Christou (Signed):

Assistant Principal - Mr Peter James (Signed): (Arrangements and Draft Notice Approved)

Note: Please ensure you attach following documents.

- Class List/s
- Quote/Invoice from Organisation visiting
- Draft Excursion Notice
- The Student Activity Locator (SAL)

www.eduweb.vic.gov.au/forms/school/sal