



EXCURSION POLICY

Rationale:

- An excursion is defined as any activity beyond the school grounds.
- At Cana Catholic Primary School we have excursions for our children as part of our curriculum. The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement and are an important aspect of the educational programs offered at our school.
- The leadership team will determine an 'Excursion Levy' each year.

Aims:

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

Implementation:

Before Excursion:

- A designated 'Teacher in Charge' will coordinate each excursion.
- The designated teacher in charge will complete proforma '*PROPOSAL TO CONDUCT AN EXCURSION*' one **month** prior to excursion [Appendix 1](#)
- Parents will be sent an 'Excursion Permission Form' prior to the excursion date. Parents must return the signed permission form which includes a signed "Confidential Medical Information by the specified return date. [Appendix 2](#)
- Information will be provided to all parents of non-English speaking families in a manner that allows them to understand the details of the excursion and help facilitate an informed consent for their children attending excursions.
- The designated Teacher in Charge of each excursion will ensure that the Checklist has been completed and that all arrangements and activities have been considered suitable. [Appendix 3](#)
- The school will ensure a mobile phone is accessible on excursions
- Each class teacher will ensure a first-aid kit with children's individual medications accompanies the grade for all excursions.
- Copies of completed Permission forms and signed 'Confidential Medical Information forms must be carried by excursion staff at all times.
- Parents may be invited to assist with an excursion.
- Parents assisting **MUST** have a current 'Working with Children Check'.
- Parents assisting **MUST** attend a briefing meeting prior to excursion. [Appendix 4](#)
- **TRANSPORT BY BUS** Buses with seat belts are to be used for all excursions/sporting events/camps.
- **TRANSPORT BY PRIVATE VEHICLE - Staff or Parent** On occasions when a small number of students require transport to a special event, it will be necessary to arrange for them to travel by private car. In such circumstances, the following procedures must be followed in addition to the usual procedures for all excursions.

- Contact the parents of those children involved to advise them of the circumstances and proposed travel arrangements.
- A letter to parents, whose children will be travelling in private vehicles must be sent home and consent received prior to date of excursion .
- The designated teacher in charge will ensure that appropriate notes for parents of children travelling in private vehicles are sent home
 - Appendix 5a _ Transport By Parent - Note to parents assisting/not as drivers of children
 - Appendix 5b _ Transport By Private Vehicle - Note to be completed by parent driver
 - Appendix 5c. Parent Permission for Transport By Private Vehicle -Note completed by parent
- Designated teacher in charge to ensure each class teacher attending excursion completes proforma ‘ON THE DAY OF EXCURSION’ Appendix 6

After excursion

- Teacher in charge along with team of teachers who attended excursion completes evaluation proforma Appendix 1 Side B
- All permission forms are to be kept and archived at the end of the year.

CAMP: SEE CAMP POLICY

SPORTING EVENTS Follow all procedures as detailed in the ‘Excursion Policy’. In addition, the following may apply:

When appropriate Cana recommends the parents provide safety equipment such as mouth guards, cricket helmets and shin guards for their children.

This policy was last reviewed in February 2023.



EXCURSION PLANNING CHECKLIST

(To be completed by staff member in charge)

- INFORMED PRINCIPAL AND DEPUTY PRINCIPAL - INTENTION
- CHOSEN SUITABLE DESTINATION AND DATE
- CONTACTED VENUE – AVAILABILITY
- COST CHECKED
- CONTACTED BUS COMPANY (BUS **WITH** SEAT BELTS)
- RAILWAY STATION / MINIBUSES (If applicable)
- WORKED OUT TOTAL COST PER CHILD
- COMPLETED AND HANDED EXCURSION FORM TO DEPUTY PRINCIPAL
(staff expenditure, bus quote, proposal)
- NOTIFIED SPECIALIST STAFF AFFECTED BY EXCURSION
- NOTIFIED SUPPORT STAFF AFFECTED BY EXCURSION
- NOTIFIED EXTERNAL ALLIED HEALTH AFFECTED BY EXCURSION
- SENT HOME EXCURSION PERMISSION FORM (INFORMING PARENTS
ABOUT DETAILS OF EXCURSION AND GAINING PERMISSION AND
AUTHORISATION FOR STUDENT ATTENDANCE (two weeks prior)
- ENSURED ADEQUATE NUMBER OF STAFF /ADULTS AVAILABLE
- ENSURE MOBILE PHONE IS CHARGED AND CARRIED AT ALL TIMES

- ENSURED FIRST AID KIT AND INDIVIDUAL MEDICATION IS PACKED AND AVAILABLE THE DAY BEFORE
- ARRANGED YARD DUTY SWAPS
- LOGBOOK MEDICATION FOR SIGN OUT AND SIGN IN MEDICATION
- RISK ASSESSMENT IS COMPLETED
- ATTENDANCE NEEDS TO BE MARKED AS 'OFFSITE' (EXCURSION)
(Those students NOT attending – a discussion with the Principal / Deputy Principal)



PROPOSAL TO CONDUCT AN EXCURSION

One MONTH prior to the excursion by the staff member. Then give this form to the PRINCIPAL.

Nature and Purpose of Proposed Excursion _____

Date of Proposed Excursion _____ Classes Involved _____

Designated Teacher in Charge of Coordinating Excursion: _____

<u>Specific Destination(s)</u>	<u>Phone Number(s)</u>	<u>Approximate Times</u>
_____	_____	_____
_____	_____	_____

Method(s) of Transport _____

Time of Departure from School _____ Time of Return to School _____

Date on which Excursion Permission Form will be sent home _____

Number of Students attending Excursion _____

Number of Teachers supervising Excursion _____ Ratio Adults: Students _____

Number of other supervising Adults attending Excursion _____

Itemised Costing

Number of Buses _____ Cost per Bus \$ _____

Total Cost of Bus (per student) \$ _____

Entrance Fees (per student) \$ _____

Total Cost per student (entrance fee & bus cost) \$ _____

Additional Costs (Charges for Adults)

\$_____

SIGNATURE OF PRINCIPAL_____

DATE_____



EXCURSION PARENT PERMISSION FORM

Dear Parents,

As part of Grade _____ Integrated Unit _____ we will be going on an excursion to _____ on _____. The bus will depart from Cana at _____ sharp and will arrive back at Cana at approximately _____.

The children are required to wear their ----- uniform and bring playlunch and lunch in separate plastic bags. Please ensure that the bags are clearly labelled with child's name and grade.

The children will be accompanied by _____ and parent helpers. If you are available to assist on the day, please fill in the slip below.

Please complete the Permission Slip below and return it to school by _____

Kind regards, _____



Permission Slip

I hereby give permission for _____ to attend the excursion to the _____ on _____. We will be travelling by -bus to the venue. In the event of any illness or accident to _____ I authorise the obtaining on my behalf of such medical assistance as he/she may reasonably require. I accept all operative, blood transfusion and/or anaesthetic risks involved and the responsibility for payment of all expenses incurred.

Name

Signature

Contact Phone Number for _____ in Case of Emergency: _____

Parent helpers if you are able to volunteer, please fill in the appropriate details below. In case of an abundance of volunteers, parents' names will be drawn. Parents assisting will be required to attend a briefing meeting prior to excursion date.

Parents must have a Working With Children Card to participate in the excursion or incursion. No toddlers permitted to attend with parents.

My name is _____ and I have a Working with Children Card.
I am able to assist on the above excursion / incursion.



EXCURSION- COMPLETE ON DAY OF EXCURSION

*BY EACH CLASS TEACHER ATTENDING EXCURSION
AND SENT TO THE OFFICE ON DAY OF EXCURSION.*

ADDRESS OF EXCURSION: _____

PHONE:(Excursion Destination) _____ Mobile Phone _____

CLASS: _____ TEACHER: _____

CHILDREN ABSENT: _____

CHILDREN NOT ATTENDING BUT PRESENT AT SCHOOL: (Needs to be discussed with Principal).

MODE OF TRANSPORT: BUS ● TRAIN ● MINI BUS ●

OTHER: _____

TIME OF DEPARTURE FROM SCHOOL: _____

TIME OF RETURN TO SCHOOL : _____

Brief excursion timetable:

TEACHERS ATTENDING: _____ Mobile phone No. _____

_____ Mobile phone No. _____

PARENTS ATTENDING: _____ Mobile phone No _____

_____ Mobile phone No _____

EXTRA INFORMATION (OPTIONAL)

PRINCIPALS SIGNATURE _____ DATE _____



PARENTS ASSISTING ON EXCURSIONS

This document will be discussed and a copy given to parents assisting on excursion prior to excursion date.

RATIONALE:

At Cana we have excursions for our children as part of our curriculum. We take the children on excursions out of school to give them experiences otherwise not available at school.

By taking extra adults we increase the safety of children on the excursion and help them to focus on specific parts of the excursion.

When we ask for parents to attend an excursion the primary role of parents is to support the teacher to look after children as needed. Parents will not have their own children in small groups. Parents attending excursions must not attend excursions with toddlers or other children.

“Guide for Parents Assisting on Excursions” the following points to be discussed:

Student with severe medical condition needs individual arrangements as deemed best for the students needs.

The class teacher’s expectations of students’ behaviour and general rules pertaining to the excursion.

Procedures to follow in the event of students becoming ill or injured (access to first aid kits/facilities).

The need to regularly “count heads”.

Supervising adults to ensure that in warm weather, all students wear their hats and apply sunscreen at regular intervals.

The need for all supervising adults to adhere to the expectation that there will be no privileges for individual students or groups.

Details of the times and location of a central meeting point, if relevant to the nature of the excursion.

No alcohol is to be consumed by any adult supervising the excursion.

Adults supervising on excursions are not permitted to smoke in the presence of students.

Parents will not be in groups with their children, as children need to develop independence away from their parents.

Cana School will meet all costs of parents attending excursions.

There may be the need on some occasions for an adult to drive themselves to the excursion venue in their own car.

Meeting points/critical times (eg lunch, bus pick up) to be clearly explained.

TRANSPORT BY PRIVATE VEHICLE
NOTE TO PARENTS ASSISTING

Dear _____

Thank you very much for offering to assist us on our excursion to _____
Your child may have already explained that we had more parents offer to help than we are able to take on Buses. In fairness to everyone we therefore drew names, and **I am happy to say that your name was selected.**

There will be a compulsory briefing (date) _____ (location) _____.

It is most important that all parents who are supervising/driving on this excursion attend this briefing and we ask that you please be on time.

Please provide the office staff with a copy of your working with children's check.

Thank you once again for your generosity in offering to help.

Yours sincerely, _____

PRINT NAME _____

TRANSPORT BY PRIVATE VEHICLE

Dear _____

Thank you very much for offering to assist us on our excursion.
Your child may have already explained that we had more parents offer to help than were needed.

In fairness to everyone we therefore drew names, and on this occasion **your name was NOT selected.**

Thank you once again for your generosity in offering to help.

Yours sincerely, _____

PRINT NAME _____

TRANSPORT BY PRIVATE VEHICLE

This form to be completed by the Driver and returned to school

NAME OF DRIVER: _____

I hereby submit the following information regarding my driver's license, car registration and insurance.

Do you hold a valid full driver's license? _____

License Number _____

Is your vehicle registered? _____

Registration Number _____

Do you have comprehensive Insurance for your vehicle? _____

Working With Children Card Number. _____

I _____ agree to transport _____ (number) children
as named below from Cana Catholic Primary School to _____ (venue) on
_____ (date).

Names of children I will be driving:

1. _____

2. _____

3. _____

4. _____

I agree to advise the Principal immediately of any unforeseen problems or delays which may occur whilst the above named children are in my care.

DRIVER'S SIGNATURE _____

DATE _____

PRINCIPAL'S SIGNATURE _____

DATE _____

TRANSPORT BY PRIVATE VEHICLE
This letter is for parents of children who are to be
transported in a private vehicle

Dear _____

Your child is one of the students from our school who have been selected to attend an excursion to

_____ (Venue) on _____ (Date)

_____ (Print name of driver) the mother/father of one of another

student involved has offered to transport _____ (number) of students to and from the venue in

his/her car. He/she will be leaving the school car park at _____ (time)

and returning by _____ (time).

THE TEACHER WILL ENSURE ANY/ALL MEDICATIONS WILL ACCOMPANY THE CHILD .

If you accept this offer of transport for your child, it is necessary to complete and return the form below.

Yours sincerely: Teacher(s) _____

PARENT PERMISSION FORM

I give permission for my child _____ (name) to attend the excursion which

will take place on _____ (date/time). He/She will travel to

_____ (venue) with _____ (Name of driver
as stated above)

(Please provide details of any medical condition of which the person in charge of your child would need to be aware. (Any/All medications housed at school will accompany the child.)

In the event of accident or illness, I authorise the teacher in charge of the excursion to consent, where it is impractical to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary.

Family emergency Contact phone number(s) _____

SIGNED _____ DATE _____

PLEASE COMPLETE AND RETURN THIS PERMISSION FORM BY _____