

Excursions Policy



Avondale Primary School - 2018

STATEMENT OF COMMITMENT TO CHILD SAFETY

Avondale Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision making. Avondale Primary School has zero tolerance for child abuse.

Avondale Primary School is committed to providing a child safe environment where children and young people are safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and / or linguistically diverse backgrounds, vulnerable children as well as the safety of children with a disability.

Every person involved in Avondale Primary School has a responsibility to understand the important and specific role he/ she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Avondale Primary School will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
10. Ensure a risk prevention and minimisation approach
11. Take the legislative requirements seriously and ensure implementation
12. Value the input of and communicate regularly with families and carers

EXCURSIONS RATIONALE

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

PURPOSE

- To reinforce, complement and extend the 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.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interactions
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

DESCRIPTION

- To define excursion approval procedures
- To define the school expectations regarding excursion organisation and approval
- To define excursion program preliminary requirements
- To define excursion payment processes and ensure maximum participation

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- To define teacher responsibilities whilst on excursions
- To ensure safety and risk management is appropriately delivered

IMPLEMENTATION

Approval

- All excursions must be approved by the Principal or his nominee(s)
- Staff wishing to organise an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or an Assistant Principal. The Principal or his nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or his nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or his nominee(s) and on the Staff Resources folder on the Curriculum server.
- The Excursion Coordinator will complete the 'Notification of School Activity' at : www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities
- The Principal or his nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above
- The Principal must receive the draft notice for excursions at least one week prior to distribution (which must occur at least 2 weeks prior to the excursion). Upon approval of the notice, the Principal will forward the final version to the office for printing – this ensures that the office personnel are aware of the excursion and can place the excursion on the system for payments, retain spare copies of the notice and inform the community through the newsletter, Flexi Buzz and the school web site of the impending excursion. Notices are not to be distributed without approval

Expectations

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions
- The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses
- Prior to conducting an excursion, the approval of the School Council or the principal will be obtained. School Council must approve overnight (see the Camps Policy) or adventure activities. The Principal must approve these and other activities
- In a circumstance where a student's behaviours may increase risk to self and others when on an excursion, parents will be contacted and made aware that their child is displaying behaviours that affect the safety of self and/or others and that there is a risk involved in them attending the excursion
 - A suitable behaviour plan will be devised and the approach to be followed identified
 - The decision to exclude a student can only be made by the Principal or Assistant Principal, in

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consultation with the Excursion Coordinator and class teacher. Both the parent and the student will be informed of this decision prior to the excursion

- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All Department of Education and Training (DET) requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

Program preliminary requirements

- Prior to conducting an excursion, the Department's requirements and guidelines relating to excursions, will be rigorously observed.
- Consideration in planning should include:
 - [Safety, Emergency & Risk Management](#) , including Bushfires
 - [Student Preparation](#)
 - [Student Medical Information](#)
 - [Safety Guidelines for Education Outdoors](#)
- Prior to conducting any excursion, the formal approval from the principal will be obtained. In approving an excursion, consideration will include:
 - the contribution of the activity to the school curriculum
 - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by Department of Education and Training (DET)
 - information provided by community groups and organisations that specialise in the activity proposed
 - appropriateness of the venue
 - the provisions made for the safety and welfare of students and staff
 - the experience and competence of staff relevant to the activities being undertaken
 - the adequacy of the student supervision
 - the high risk nature of some activities
 - emergency procedures and safety measures
 - staff-student ratios
 - student experience
- Students not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher
- Prior to an excursion, parent/carers are to be made aware that Department of Education and Training (DET) does not provide student accident cover and that they need to make their own arrangements for cover

Arrangements for payments

- Parents are to be given at least 2 weeks' notice prior to an excursion, utilising the standard excursion notice format (appendix D)
- All efforts 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 invited to discuss alternative arrangements with the Business Manager
 - Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the Principal, on an individual basis
- All families will be given sufficient time to make payments for excursions:
 - Prior warning of excursions will be provided by teams in their termly newsletters, with approximate expected cost included (where possible)
 - Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates, at least two weeks before an excursion (where practicable)
 - Children whose payment has not been finalised at least 24 hours prior to the departure date will not be allowed to attend, unless alternative payment arrangements have been organised with the Business Manager (however, the Principal or delegate retains discretionary rights in this matter)
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

Teacher Responsibilities:

- A designated "Excursion Coordinator" will coordinate each excursion

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- The Excursion Coordinator must provide the General Office with a final student list
- In the case where an excursion involves a particular class or year level group, the Excursion Coordinator will ensure that there is an alternative program available for those students not attending the excursion
- All students must have returned a signed permission note and payment (unless payment plans that extend past the excursion date have been made – see the Business Manager) to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The Excursion Coordinator is responsible for ensuring this is collected prior to leaving
- The Excursion Coordinator will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours
- A “Teacher In Charge” will be designated for the excursion. The Teacher in Charge is the most “senior” (based on role) person on the excursion, which may or may not be the Excursion Coordinator (when it is not the Excursion Coordinator, a team approach should be adopted)
 - The Teacher In Charge is responsible for ensuring due process is followed whilst the students and staff are off the school site
 - All other staff and other helpers will respond to reasonable directions from the Teacher In Charge
 - The Teacher In Charge will ensure all staff adhere to safety requirements and that appropriate measures are taken to ensure all students’ needs are catered for
- Parents may be invited to assist in the delivery of excursions
 - When deciding which parents will attend, the Excursion Coordinator, in consultation with team members, will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students
 - Otherwise, parents to attend will be decided by ballot
 - The school reserves the right to exclude parents who have requested to attend from the ballot if they are deemed unsuitable, are requesting attendance out of a “vested interest”, or do not have a valid Working With Children Check
 - Parents attending must have a Working With Children Check and provide their card prior to attending
 - Parents attending do so to assist with all students and are expected to act under instruction from the teacher in charge. Parents DO NOT attend to be with their child and should expect that they will work with a variety of groups
- Disciplinary measures apply to student excursions consistent with the School’s Engagement and Behaviour policies and the Student Code of Conduct.
 - In extreme cases excursion staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return home during an excursion
 - In such circumstances, the parent/carer will be advised:
 - of the circumstance associated with the decision to send the student home
 - of the time when the parents/carers may collect their child from the excursion
 - of any costs associated with the student’s return, which will be the responsibility of the parents/carers
- The school’s emergency procedures will include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help
 - All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion
 - On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval.**
 - The Excursion Coordinator must ensure that mobile telephones are available for all groups on the excursion and that the relevant numbers are left at the office



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Duty of Care on Camps and Excursions

Teachers must be aware that camps and excursions outside the school require them to fully comply with DET guidelines. It is a teacher's responsibility to be aware of these guidelines and have taken those precautions the school could reasonably be expected to have taken to prevent injury from occurring.

Precautions for camps and excursions would include:

- Completing a camp / excursion risk assessment as part of the planning process
- Submitting an online student locator report prior 3 weeks prior to departure
- Ensuring that confidential student medical forms and permission notes with contact details are always available to teachers on camp or the excursion and that copies are kept at school
- Ensuring the camp or excursion is accompanied by at least one Level 2 First Aid Trained person to manage medications and deal with basic first aid issues
- Ensuring that students suffering from allergies are accompanied by their own Epipens and that teachers supervising those students are aware of their duty of care roles
- Ensuring that supervising teachers carry mobile phones and that they have all staff contact details
- Being aware that students can be more prone to injury than in a closely supervised classroom and making appropriate adjustments to that supervision
- All staff having access to the venues risk management plans
- Ensuring that excursion and camp activities adhere to DET guidelines
- Ensuring that transportation adheres to DET guidelines
- Ensuring that all staff are aware of the protocols for counting students on and off busses and in and out of venues
- Ensuring that all staff are aware of the protocols for crossing the roads
- Ensuring all staff understand they must lead their groups in a controlled manner

All DET and school policies relating to camps and excursions must be adhered to.

LINKS AND APPENDICES (including processes related to this policy)

The Key Links which are connected with this policy are sourced through: Department of Education and Training(DET)ExcursionPolicy

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent>

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Excursion notice template
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Excursion Risk Assessment template
- U:\OH&S\OHS 2018\3. Risk Management\Camps & Excursions\APS EXCURSION Risk Assessment TEMPLATE 2018.docx

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EVALUATION

This policy will be reviewed in 2018

FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Incidents, Disclosures and Suspicions of Child Abuse

YOU MUST TAKE ACTION

As a school staff member, you play a critical role in protecting children in your care.

- You **must** act, by following the 4 critical actions, as soon as you witness an incident, receive a disclosure or form a reasonable belief that a child has, or is at risk of being abused.
- You **must** act if you form a suspicion/reasonable belief, even if you are unsure and have not directly observed child abuse (e.g. if the victim or another person tells you about the abuse).
- You **must** use the Responding to Suspected Child Abuse template to keep clear and comprehensive notes.

* A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action

ACTION 1: RESPONDING TO AN EMERGENCY

If there is no risk of immediate harm go to ACTION 2.

If a child is at immediate risk of harm you must ensure their safety by:

- separating alleged victims and others involved
- administering first aid
- **calling 000 for urgent medical and/or police assistance** to respond to immediate health or safety concerns
- identifying a contact person at the school for future liaison with Police.

Where necessary you may also need to maintain the integrity of the potential crime scene and preserve evidence.

ACTION 2: REPORTING TO AUTHORITIES

As soon as immediate health and safety concerns are addressed you must report all incidents, suspicions and disclosures of child abuse as soon as possible. Failure to report physical and sexual child abuse may amount to a criminal offence. Have notes ready with your observations, together with child and family details.

IF THE SOURCE OF SUSPECTED ABUSE IS FROM WITHIN THE SCHOOL:

VICTORIA POLICE

You must report all instances of suspected child abuse involving a school staff member, contractor or volunteer to Victoria Police.

You **must also** report **internally** to:

- School Principal and/or leadership team (Child Safety Officer)
- Employee Conduct Branch
- DET Security Services Unit

IF THE SOURCE OF SUSPECTED ABUSE IS FROM WITHIN THE FAMILY OR COMMUNITY:

DHHS CHILD PROTECTION

You **must** report to DHHS Child Protection if a child is considered to be:

- in need of protection from child abuse
- at risk of being harmed (or has been harmed) and the harm has had, or is likely to have, a serious impact on the child's safety, stability or development.

VICTORIA POLICE

You **must also** report all instances of suspected sexual abuse (including grooming) to Victoria Police.

You **must also** report **internally** to:

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- School Principal and/or leadership team
- DET Security Services Unit

ACTION 3: CONTACTING PARENTS/CARERS

Your Principal **must** consult with DHHS Child Protection or Victoria Police to determine what information can be shared with parents/carers. They may advise:

- **not to contact** the parents/carers (e.g. in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and does not wish for their parents/carers to be contacted)
- **to contact** the parents/carers and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion).

ACTION 4: PROVIDING ONGOING SUPPORT

Your school **must** provide support for children impacted by abuse. This should include the development of a Student Support Plan in consultation with wellbeing professionals. This is an essential part of your duty of care requirements.

Strategies may include development of a safety plan, direct support and referral to wellbeing professionals etc.

You **must** follow the Four Critical Actions every time you become aware of a further instance or risk of abuse. This includes reporting new information to authorities

If you believe that a child is not subject to abuse, but you still hold **significant concerns** for their wellbeing you must still act.

This may include making a referral or seeking advice from Child FIRST (in circumstances where the family are open to receiving support), or to DHHS Child Protection or Victoria Police.

CONTACTS

DHHS CHILD PROTECTION

AREA

North Division 1300 664 9777

AFTER HOURS

After hours, weekends, public holidays 13 12 78

STUDENT CRITICAL INCIDENT ADVISORY UNIT

Senior Advisor (03) 85862106

CHILD FIRST

www.dhs.vic.gov.au

VICTORIA POLICE

000 or contact your local police station

DET SECURITY SERVICES UNIT

(03) 9589 6266

STUDENT INCIDENT AND RECOVERY UNIT

(03) 9637 2934

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APPENDIX A

Staffing and Supervision for Camps and Excursion

Department guidelines provide minimum requirements for staff-student ratios.

To ensure appropriate and effective levels of supervision, excursion planning should take into account:

- the experience, qualifications and skills of staff (including volunteers, instructors, etc)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities
- any other relevant factors.

This table describes the minimum staff-student ratios for excursions:

Day excursions 1:20	Overnight excursion 1: 10 Base camps in residential premises/ under canvas
Local and interstate tours 1:15	Overseas tours 1:10
Adventure activities: <i>click on hyperlink for supervision ratios</i>	
Abseiling and rock climbing	Artificial climbing and abseiling
Bush walking	Canoeing/ Kayaking
Challenge ropes course	Cross Country skiing
Cycling	Downhill skiing and snowboarding
Horse riding	Orienteering
Overnight camping	Rafting
Recreational swimming	Rock climbing
Sailing	Scuba diving

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Sea kayaking	Snorkelling
Surfing	Water skiing
Windsurfing	

All adventure activities:

- are to be treated as excursions regardless of whether they occur on school grounds or not
- require the approval of school council and the planning and guidelines relevant to school excursions apply see: Excursions: Planning and Approvals
- must also be conducted in accordance with the requirements of the Safety Guidelines for Education Outdoors, which includes a planning and risk management process as well as specific activity guidelines.

Flying foxes

Flying Foxes may be erected at school camps provided that:

- safety precautions are taken in its construction and maintenance
- it can be locked or have the carriage removed when not in use
- all students are carefully briefed on its use and associated dangers
- staff supervise all use
- a safety harness is always used.

Further supervision requirements

For all day excursions the excursion must:

- be under the direct control of a teacher employed by the Department or the school council with at least one other excursion staff member present
- have enough teachers employed by the Department or school council to maintain appropriate control of the excursion and of each activity
- have teachers comprising at least half of the excursion staff.

For all overnight stays for mixed gender groups the excursion must:

- include excursion staff of at least one person of each sex.

Note: *In primary schools this requirement may be waived, where staff of each sex are not available.*

For all small group excursions in the local area the excursion must:

- with the approval of the principal, be supervised by one or more excursion staff employed by the Department or school council (for example, education support class officers such as integration aides and teacher assistants).

Excursion staff

Excursion staff must be approved by the principal or school council (as outlined in Excursions –Planning and



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Approvals on DET website) and may include:

- teachers employed by the Department or school council
- other adults on a volunteer or paid basis such as:
 - parents or carers
 - education support class officers
 - community members
 - trainee teachers
 - campsite staff
 - specialist instructors for excursion activities.

Important: school students cannot be used as excursion staff.

Excursion staff who will provide supervision of students and who are not registered teachers must have a Working with Children check. The names of volunteer workers must be recorded for the purposes of volunteer workers insurance see: Volunteer Workers within [Related policies](#) on DET website

Where approved excursion staff who are not teachers employed by the Department or school council are in attendance they can be included in the staff-student ratio:

- for the duration of a specific activity for which they have a designated supervisory responsibility; or
- for the overall staff-student for the program, where they are on duty and available on the same basis as other staff (usually a 24 hour basis).

Important: *the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) must be clarified and understood by all staff and students prior to the commencement of the excursion.*

Specialist staff

Schools must:

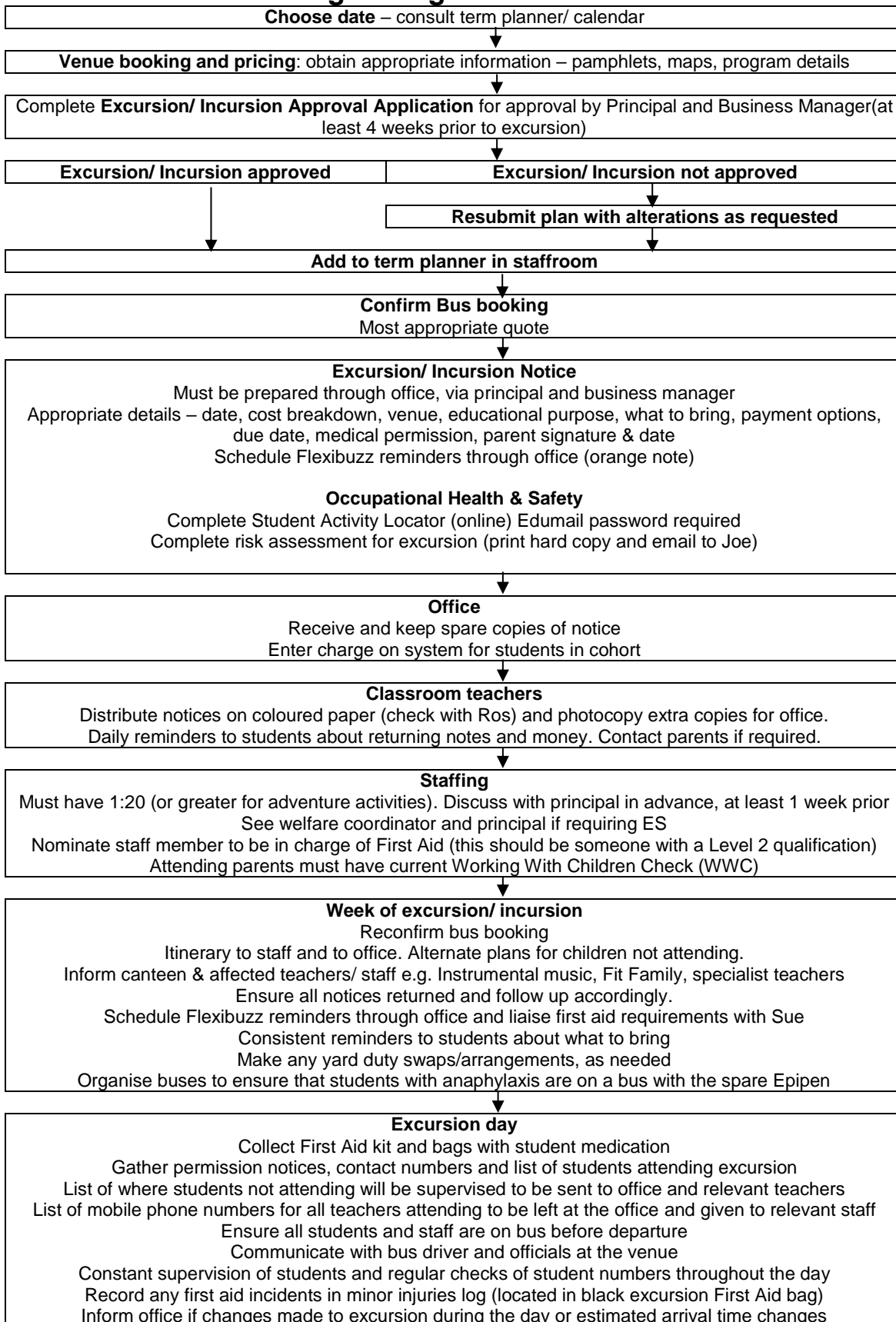
- ensure that where specialist instructors are employed they:
 - have the necessary skills or qualifications for the activity
 - have appropriate experience for the age and skill level of the students
- hold appropriate public liability insurance, see: [Related policies](#) on DET website
- while specialist instructors have the technical knowledge and expertise to instruct the students, the teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.

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Process for Organising Excursions/Incursions 2018



EXCURSION / INCURSION APPROVAL APPLICATION

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Complete at least **FOUR WEEKS** prior to the excursion/incursion for initial approval by Principal, School Council and Business Manager.

Excursions should not be planned during the second last week of any term, as this is designated as Planning Week, and take into account activities already scheduled.

A draft excursion notice using the excursion note template on the Online Staffroom > Forms & Notices must also be forwarded to the Principal for approval.

Additional information regarding excursions can be located in our Excursions policy 2018 on the Online Staffroom > Policies and Protocols.

Excursion/ Incursion details

Excursion/Incursion destination or program name			
Date			
Year levels			
Excursion/ Incursion Coordinator			
Purpose of excursion/ incursion			
Departure time			
Estimated time of return			
Excursion/ Incursion activities	<ul style="list-style-type: none"> • • • 		
Number of students in cohort			
Staff proposed (1:20 ratio)	<ul style="list-style-type: none"> • • • 		
ES staff required YES/NO	<ul style="list-style-type: none"> • • • • • 		
Parent helpers needed (WWC required)			
Expected costs	Bus	Entry Fees	Other

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Estimated cost per student	\$
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Excursion/ Incursion cost sheet

	A	B	C
ITEMS	TOTAL COST (including GST)	GST (A ÷ 11)	COST (excluding GST) (A – B)
Transport / Bus			
Admissions			
Equipment Hire			
Other (detail)			
TOTAL			

FROM THE ABOVE TABLE

Total cost of all items excluding GST:- (C)	\$
Subtotal:	\$
Number of students attending (90% of cohort):	
FINAL COST PER STUDENT (To be determined in conjunction with Business Manager)	\$
Will a cheque be required on the day of the excursion?	YES / NO
Bus Company to be used: <i>Please print a copy of the booking confirmation and provide to Business Manager</i>	
Purchase order number for bus booking:	

Signed (Excursion/ Incursion Coordinator): _____ Date: _____

Term planner clearance obtained

Signed: _____

Principal

Application approval & signed off

Signed: _____

Business Manager

School Council Approval

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NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)

School Councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with DET guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Three weeks prior to commencing the following:

- (overnight, weekend, interstate, overseas activities – refer to camps policy)
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

Must be notified on:

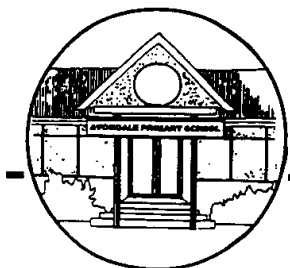
- Department of any approved school camp or excursion beforehand using the [Student Activity Locator online form](https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp) (<https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp>)

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
 - country schools - beyond the local town/city
 - rural schools - beyond the local area
 - metropolitan schools - beyond the greater metropolitan area

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INSERT EXCURSION VENUE/ LOCATION

DATE NOTE GOING HOME

Dear Parents/Guardians,

On **DATE** the **GRADE** will be travelling to **INSERT EXCURSION VENUE/ LOCATION**.

This will allow students to :

PROVIDE INFORMATION REGARDING EDUCATIONAL VALUE & DESCRIPTION OF ACTIVITIES.

Students will need to bring: **LIST ITEMS REQUIRED**

Children are required to wear full school uniform, including their school hat **(TERM 1 & TERM 4)**.

The cost of the excursion is **INSERT COST** which includes **LIST INCLUSIONS**

PLEASE SIGN AND RETURN THIS TO SCHOOL WITH A PAYMENT OF INSERT COST BY INSERT DATE

Regards,

INSERT RELEVANT STAFF NAMES

Paul Mulroyan
Principal

FLEXIBUZZ APP – COMMUNICATION ALERTS

If information regarding this event changes (such as the event is cancelled due to inclement weather conditions etc. / return to school time is delayed unexpectedly) an alert will be issued to families via our Flexibuzz app. We strongly suggest you download this free app, as this will be the form of communication we use if we need to convey updated information to parents at short notice. Once you register in Flexibuzz, select 'Avondale Primary School' and your children's year level when prompted. This will ensure you receive all notifications we send for the whole school, as well as those to specific year levels. Please contact the office if you require any assistance with the app

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EXCURSION NAME AND DATE

Please return signed permission slip and payment to school by (DATE)

I give permission for my child _____ in grade _____ to attend the excursion to **(VENUE)** on **(DATE)**.

In the event of accident or illness, I authorise the teacher in charge, where it is impracticable to communicate with me, to seek such medical or surgical treatment for my child as may be deemed necessary. (NB. The school does not provide accident insurance cover for students. Parents are advised to seek cover, if desired)

- BPay – reference number: _____
- Cash enclosed (\$ amount _____)
- Take from CSEF payment (for those families who have received this allowance)

Signed: _____

Date: _____

Contact phone number for the day: _____