



School excursions (variations to school routines) are those activities where some or all students are required to be absent from school for more than morning or afternoon session on any school day. This also applies to overnight, weekend and vacation trips.

School excursions are initiated, organized and supervised by a school and approved by the school Principal.

Duty of care will be extended to students whilst on approved school excursions.

The school will facilitate school excursions ensuring appropriate organisation and curriculum relevance. It will consider resources of school, needs of students, costs of excursions and total learning program when determining educational value of school excursions.

The following important factors will be considered when determining adequate supervision:

-  age, capabilities and number of students
-  individual educational needs of a student within group
-  rationale for activity
-  risks when hazardous ventures are undertaken
-  adequate instructions for students and supervisors
-  provision of sufficient safeguards and
-  full information about experience, qualifications and insurance status of commercial excursion organisers if used.

Timely advice of excursions will be provided to parents/carers and students and will include details of location and transport, cost, timetable, supervision provided, activities undertaken and anticipated learning outcomes during the school excursion and any other relevant details.

Written consent of parents/carers for all participating students under 18 years of age must be obtained. Where a student is under 18 years of age and independent, consent is signed by student and countersigned by the Principal.

Supervision of students during school excursions will be provided at a ratio of adults/students appropriate to age and developmental levels of children and types of activities planned.

Students who do not participate in school excursions will remain at school with a program of learning and adequate teacher supervision.

On occasions and where appropriate, parents/carers may also accompany students participating on excursions particularly if they have expertise relevant to the activities undertaken.

### Important Notice to Parents/Carers

Please be aware that the Department of Education does NOT have *Personal Accident Insurance* cover for students.

A 'Student Medical Information' form authorising teachers to obtain medical assistance, which they deem necessary should an accident occur, and agreeing to pay all medical expenses incurred on behalf of their student will be a requirement for all excursions.

When planning the overall cost of an excursion, the final cost per student is determined by the number of students who indicate their interest and return the permission form with parent/carer signature. While the school subsidises most excursions, to keep students' costs to a minimum, it is generally unable to find the extra money to reimburse students who withdraw from an excursion at the last minute. A medical certificate would be the only exception.