



# St Joseph's Catholic Primary School Wandal Excursion Policy

Approved: 2006 | For Review

## Policy Statement

Excursions provide valuable opportunities for purposeful learning in real life situations. At St Joseph's Wandal consideration of excursions should be an integral part of curriculum planning.

## Description

### PREAMBLE

School and class excursions allow students to extend their learning process outside the classroom, and should be included in class planning when relevant.

### RATIONALE

School / class excursions allow students to identify the relevance of their school based learning in relation to their own lives within the local community. All excursions should adhere to legal and Workplace Health and Safety requirements set by Catholic Education Office.

### VALUES

Development of the Individual, Learning, Knowledge, Dignity, Trust Community

## CONSEQUENCES

Staff members will apply for permission to vary the school routine on an authorised proforma which takes into consideration:

- The education relevance of the particular program
  - Relevance of the curriculum
  - Prior learning experiences related to the program as lead up activities
  - The learning experiences related to the program
  - How the outcomes will be evaluated
  - The follow up activities
  - A detailed itinerary
  - Details of accommodation arrangements if applicable
  - Cost to parents
  - Supervision arrangements
  - Transport arrangements and authorities
- All applications to vary school routine will be consistent with Diocesan Workplace Health and Safety manual requirements.
  - Overall responsibility for the safety and welfare of the students will be vested in a registered teacher who must be cognisant of their professional duty of care.
  - Supervision arrangements will take into consideration group size, age, gender and specific needs of students.
  - Unless written parental permission is obtained prior to the excursion, students will not be able to participate.
  - Teachers supervising excursions should be aware of the medical conditions of all participants as advised by parents.
  - It is the responsibility of parents to advise the school of any current significant medical conditions affecting their children.
  - Leaders/supervisors will take steps to ensure that any form of transport used is safe and the students are seated according to existing traffic regulations.
  - Staff will be sensitive to the financial burdens that excursions can place on parents.
  - Selection of venue and length of excursion will be appropriate to the particular abilities, interests, needs of particular groups.
  - For each excursion parents will be asked to give consent for participation and mode of transport.
  - Further information regarding clarification of liability in relation to participation in excursions should be obtained from the school administration.

## Reflection Material

Draft Motor Vehicle Guidelines October 2000