



Excursion & Incursion Policy

Rationale:

The school's excursion and incursion program enables students to further their learning and social skills development in a non-school setting or through experiences provided by organizations who visit the school. Excursions and incursions complement and are an important aspect, of the educational programs offered.

Aims:

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To reinforce, complement and extend learning opportunities through the experiences provided by persons, organizations and events brought to the school by outside providers.
- To develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the real world.

Implementation:

- An excursion is defined as any activity beyond the school grounds.
- An incursion is defined as any activity provided by persons other than the school staff and conducted at the school.
- All excursions/incursions must be approved by the Principal. Prior to the activity an excursion planning form is to be completed and given to the principal for their approval. If approved, the CEM Location of School Activity form must then be submitted three weeks prior to the activity.
- An excursion/incursion should be linked to the curriculum where possible.
- An excursion/incursion levy per student is included in the annual pupil levy charged to parents. Students will not be excluded for financial reasons.
- Each excursion will be coordinated by a designated "Teacher In Charge".

- At the beginning of the year, parents/guardians will sign a blanket permission note and medical form for all excursions and incursions.
- Two weeks prior to any excursion/incursion, a note will be sent home informing parents of the details of the activity including: Venue, date, time of departure & return, mode of transport etc.
- It is the expectation that all students attend the excursion/incursion taking place. Adequate information that allows parents to make an informed consent to their children attending an excursion must be provided prior to the excursion/incursion taking place.
- No child may attend an excursion without the proper permission form. Verbal arrangements are not acceptable.
- Adult supervision ratio varies depending on the age of the children and the type of excursion. Normally the ration is 1:20.
- No toddlers are to accompany parents on school excursions.
- The school reserves the right to exclude children who do not meet the school's criteria for safe travel and conduct.
- Attending adults are informed of the itinerary and parent expectations.
- The school prefers that students only travel on buses fitted with seat belts if available.
- The Teacher In Charge must inform the Principal as soon as possible if any mishaps or concern have arisen during the excursion.
- The school will provide a mobile phone, first aid kits, epipens and asthma medication as required.
- Copies of completed permission forms and signed confidential medical forms must be carried by excursion staff at all times.

Evaluation:

This policy will be reviewed as part of the schools review cycle.

(Reviewed 2018)