RATIONALE
At St Patrick’s Primary School we believe that offering excursions to children 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.

AIMS
At St Patrick’s Swansea we aim to:

• Reinforce, complement and extend learning opportunities beyond the classroom.
• 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.
• The principal and staff will determine a schedule of excursions for the school year.
• An excursion may proceed only with the principal’s approval.
• All excursions must:
  o Complement the classroom program.
  o Be affordable.
  o Be thoroughly planned.
  o Be conducted in a manner that complies with Catholic Church Insurance requirements.
• An appropriately designated teacher will coordinate each excursion.
• The principal (or assistant principal, in the absence of the principal) reserves the right to exclude any student from participating in an excursion. Grounds for exclusion would include failure to observe the school’s code of conduct: Be Safe, Be Respectful, Be Responsible. Parents will be advised if a child is at risk of being excluded. The decision to exclude a student will be made in consultation with the teacher who is coordinating the excursion.
• The teacher who organizes the excursion is responsible for ensuring that the following items are taken on the excursion:
  o An adequate first aid kit.
  o A list of parents’ contact details.
  o A mobile phone.
For overnight excursions, medical records must also be taken. These records must include:
  o Current medical conditions.
  o Recent medical history.
  o Current medication (name, dosage, when to administer).
• The school will provide the opportunity for teachers to update their CPR and emergency training once per year.
• A vehicle will be available or within close proximity at all times.
• All risk assessment forms are to be completed prior to planning. These are to be signed off by the principal and saved to the staff drive in the “Work Health and safety” folder. The contents of the risk assessment should be communicated to all stakeholders before and
during the excursion – i.e. students, adult drivers and adult supervisors. A copy of the risk assessment should be taken on the excursion.

- Excursions will be postponed or cancelled if the weather, conditions or other factors create potential risks.

- The parents will pay an excursion levy and a sport levy. These levies will appear on the school fees accounts in Terms 1, 2 and 3. These levies will cover all expenses related to excursions and sport, with the exception of:
  - Year 5/6 overnight excursions.
  - Fees paid for representing the school at either Polding or State level.

- Under normal circumstances, neither the sport levy nor the excursion levy will be refunded if a student is unable to participate in an event. However, if a child has sustained a long-term injury or illness that prevents her/him from participating in a sporting program, the parents of the child may request that the fee paid for the program (or for the portion of the program which the child missed) be credited to the child’s school fees account. Such requests will be considered on a case-by-case basis. These costs will not be credited when, for example, the child withdraws from the program because they do not wish to participate, or when the child is withdrawn from the school for a family holiday.

- It is a condition of attendance at the Year 5/6 overnight excursion (Term 4) and the Year 6 “Big Day Out” (Term 4) that school fees have been either paid in full or, for those parents with a payment plan, that those parents have honoured their commitment to pay regular installments of school fees.

- Students will not be excluded from excursions simply for financial reasons. Parents who are experiencing financial difficulty and who wish their children to attend an excursion are asked to discuss their situation with the principal. Every effort will be made to seek an alternative method of payment that suits both the family and the school.

- The principal may make available a small amount of funds to assist families experiencing financial difficulty. From time to time the Parents and Friends Association may be approached to assist a family in financial need. In order to maintain privacy, the principal will not disclose the identity of the family.

- Families will be provided with all details regarding excursions and external sporting events. In regard to the Year 5/6 overnight excursion and the Polding/State representative carnivals, parents will be given sufficient time to make payments for excursions. Children whose payments have not been finalised before the departure date will be unable to attend unless alternative payment arrangements have been organised with the principal.

- The option of parents providing transport may be considered. If private transport is used, the following regulations must be adhered to:
  - All drivers must hold a full (not a provisional) licence and must have appropriate insurance cover.
  - Children aged under seven years must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat.
  - Children aged under seven years must not travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat.
  - Children aged seven or older who are too small to be restrained by a seatbelt are strongly recommended to use an approved booster seat.
  - Children who are not required to use a forward facing child restraint or a booster seat must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

- Parents may be invited to attend an excursion at the discretion of the teachers. When deciding on which parents will attend, the teacher in charge will take into account:
o Any valuable skills the parents have to offer. e.g. bus licence, first aid, etc.
o The need to include both male and female parents.
o The special needs of particular students.
• Any adults who volunteer to assist with supervision on an excursion must have completed either:
o The NSW Working With Children Check (https://wwccheck.ccyp.nsw.gov.au/Applicants/Application#), or:
o Catholic Diocese of Maitland-Newcastle Working With Children Declaration For Volunteers, Workers and Contractors Exempt From A WMCC Clearance.
• Parents selected to assist with an excursion will normally not be required to pay costs associated with the excursion. However, occasionally it may be necessary.

BUDGET
Funds will be made available to ensure that financial stress is not a hindrance for families not to allow their child to attend the excursion. Staff will be provided with approved CPR and emergency care skills. First aid bags will be supplied and maintained through the school budget

EVALUATION
Evaluation of this policy will take place:
• Every three years, or
• with significant staff changes, or
• as the need arises, or
• When changes in government or diocesan policy occur.
This will be done by:
• Teaching staff.
• Other nominated personnel.
This will be done at:
• Staff meetings.
• Policy review meetings.