



WAGGA WAGGA PUBLIC SCHOOL



EXCURSION POLICY

EXCURSIONS

Rationale

- (1) Children's experiences beyond the classroom contribute to their growth and development.
- (2) Experiential learning is a fundamental principle embodied in the Aims of Education of NSW, both Primary and Secondary, and in primary curriculum guideline documents and secondary syllabuses.
- (3) The provision of opportunities for children to participate in experiences in the wider community setting is a means of reinforcing and supplementing the curriculum offerings of the school.
- (4) For some children such experiences, organized and implemented by the school, are the most significant opportunities they have for integrated learning of living skills.
- (5) Excursions planned at Wagga Wagga Public School will follow the following requirements issued by the Department of School Education and Training.

WAGGA WAGGA PUBLIC SCHOOL PROCEDURES

1. The Teacher in charge of each excursion must liaise with the Principal on all matters. These include educational rationale for excursion. The following will be provided.
 - Itinerary
 - Permission Notes
 - Cost and quotations
 - Supervision including arrangements for particular students.
 - Classes and Teachers attending
 - Arrangements for students not attending
 - Covering Teacher duties at school
 - Special Needs e.g., Money, Food, Medication, Supervision of Special Needs students
 - Risk Management assessments
2. A written application must be made to the Principal for all Excursions, providing all information and costings. This includes overnight, sporting, “one-off” and regular excursions, e.g., to RDA or Art Gallery. Regular excursions require only 1 application with a roster or schedule attached. These will be kept in an excursions file. Excursions will not proceed without approval.
3. **Quotes:** At least 1 and preferably 3 written quotes should be obtained for all excursions, where required services can be provided. These are to be maintained in the excursions register.
4. Cost is not to be a factor in preventing Students from attending excursions.
5. Students not on appropriate Behaviour Levels will not be permitted to attend Excursions.
6. All documentation is to be left at the Office before excursion proceeds. ***This should include a completed checklist as per attached example.***
7. Special Needs students are to be accompanied by a Teacher’s Aide for all excursions. Aides are to remain within 2 metres of these students at all times.
8. Explicit instructions, including a map (for walks) must be given to all supervisors before the excursion proceeds. These should detail walking/travel arrangements, an itinerary and any considerations or emergency arrangements as per the application and risk assessment sheet.
9. Appropriate clothing/ footwear must be worn by staff and students. This includes a hat.
10. When walking, ideally at least 2 supervisors are desirable. Where this is not possible for single classes, teachers should lead their class, keeping the entire class in sight at all times. Where 2 supervisors are present, one should lead, the other remaining at the rear of the group and maintaining visual contact and close proximity at all times. This person may not be a teacher. Regular stops should be made (at least at every street corner) to allow for checking of the group. Students must not be allowed to straggle and should not proceed before the teacher.
11. Supervisors ***MUST BE AWARE*** of the NSW DET excursion policy and its key points as attached to this school policy.

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APPLICATION TO CONDUCT AN EXCURSION

EXCURSION ORGANISER

TEACHER/S:

CLASS/ES ATTENDING:

A. Location(s) to be visited given as a detailed itinerary (attach if necessary and include copy of information and permission note sent to parents).

B. Date/s of Excursion:

C. Time of Departure:

D. Time of Return:

C. Pupil Names (attach class List/s if necessary):

D. Mode of Travel (company name for buses):

E. Costings (quotes attached):

F. Educational Rationale, aims and objectives of the excursion as related to school curriculum and class learning program. Please include a brief outline of activities planned, to prepare for, and follow up this excursion.

H. Arrangements for Students not attending. List names and reasons.

I. Alternative school arrangements, eg duties:

J. Special needs to be able to conduct excursion, eg, Teachers Aide.

Approved/Not Approved

Principal _____ **Date**