

Excursions and Incursions Policy

Rationale

Oakwood School excursions program 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

Aim

- To reinforce, complement and extend learning opportunities beyond the classroom.
- 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 an activity brought into the School that would not be part of the normal day to day program.
- The School Leadership Team will ensure that all excursions and incursions are maintained at a reasonable and affordable cost and comply with all DET requirements.
- All endeavours will be made not to exclude students simply for financial reasons.
- A designated Teacher-in-Charge will coordinate each excursion or incursion
- The Teacher-in-Charge of the excursion will ensure that:
 - The Application for excursion form is filled out appropriately
 - That all of the transport arrangements and excursion activities comply with DET guidelines.
 - Appropriate arrangements have been made for students not attending the excursion or incursion.
 - A member of staff can be contacted by mobile phone at all times during the excursion.
- The School will provide a first-aid kit for all excursions.
- Copies of completed Permission forms, and signed 'Confidential Medical Information' forms must be carried by excursion staff at all times.
- A senior staff member will be in attendance at school whilst the students are returning from any out-of-school-hours excursion. The teacher in charge will communicate with this person with regards the anticipated return time.
- All excursions require approval from the Campus Principal. This approval is sought at least 2 weeks prior to the excursion or incursion date.

Information presented will include:

- The educational aims/objectives of the excursion/incursion
- The names of all staff/adults attending
- Travel arrangements and costs
- Venue details and an itinerary of events
- A contact phone number
- Procedures followed to ensure the safety of all students

Evaluation

This policy will be reviewed as part of the College three year review cycle.

This policy was ratified by School Council May 2018.