



**CANTERBURY SOUTH
PUBLIC SCHOOL**

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EXCURSION AND INCURSION POLICY

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EXCURSION POLICY

RATIONALE

A school excursion is a valuable learning experience designed to motivate students and provide first-hand experience which could not otherwise be given in the classroom.

Excursions enhance the educational program offered at Canterbury South Public School. Appropriately planned and supervised excursions assist greatly in the students understanding of the community in which they live.

PLANNING

Before students are taken from the school on excursions by teachers all due preparations will be undertaken, permission of the school principal and of parents/carers will be received, and a place will have been chosen where children can learn in safety.

The excursion will be integral to the overall education program and provide for the educational needs of the students. Planning for the excursion will indicate explicit links to the class teaching program.

NOTIFICATION

Parents will be fully informed in writing of the purpose, cost, location, activities which will be undertaken, times of departure and return and materials required. This notice of excursion will be issued well advance and will contain a Permission note for return. **Children for whom a permission note or online consent has not been received by the due date will not be permitted to leave school. NO NOTE = NO ATTENDANCE.**

Students will be well prepared for the excursion with discussion on safety, behaviour and procedures explained.

COST

The excursion note will inform parents of the cost of the excursion. The cost of the excursion includes cost of bus, entry to venues and associated activities.

DRESS

Students must be dressed in their full school or sports uniform. If special clothing is required e.g.: shoes, hat etc., this will be indicated in the permission note.

TRANSPORT

Teachers will organise the appropriate mode of transport for students.

SUPERVISION

Adequate teacher supervision is always maintained, based on careful assessment of factors such as the age/gender of students and nature of activity. Parent helpers are also required. Request for parent helpers will be on the excursion note.

FIRST AID

A first aid kit is taken on all excursions. A teacher with current first aid training is always present on excursions.

Teachers can only administer medication to students on a medical plan kept at the school office. Teachers or parent helpers are not to administer any other medication. If students are unwell, they should not attend the excursion.

INCURSIONS

These are extra-curricular activities planned for the children and take place at school. Parents will be informed of these activities and events.