EXCURSION POLICY

INTRODUCTION

St Joseph’s School is a place of learning. As such, staff and students have the right to use the necessary resources to maximize and reinforce learning and provide enrichment. This includes appropriate excursions.

Excursions provide an enriching learning environment and a broader learning experience that enhance and complement classroom teaching. They provide an alternative outlook and provide for the development of other skills. They also provide opportunities for enjoyment and the development of social skills.

Excursions involve additional levels of trust and responsibility by both staff and students.

RATIONALE

MISSION STATEMENT

“St Joseph’s School offers a holistic education within a Catholic Christian ethos whilst developing and valuing the uniqueness of the individual as we encourage each student to become a life long learner.”

The mission statement of St Joseph’s School stresses a holistic education, a goal that can only be provided by learning with the broader outlook excursions can provide. It also stresses education within a Catholic Christian environment, which requires a safe and healthy work and learning environment. “Valuing the uniqueness of the individual” means that the issues of health and safety are significant to all students and workers at the school. This is especially important while on excursions. The awareness that learning occurs in the real world encourages students to become life long learners.

GOSPEL VALUES

Respect, personal dignity, individual worth, freedom, integrity, trust, justice, understanding, forgiveness, honesty, care, compassion.

DEFINITIONS

An excursion is defined as an additional activity designed by the school to strengthen the students’ social, emotional, physical, spiritual and/or academic growth that takes place outside of the school campus, and is approved by the principal.

POLICY STATEMENT

St Joseph’s School wishes to provide excursions that broaden the outlook of students, complement class learning and provide an experience that shows that learning occurs in the real world. In addition, excursions will provide an opportunity to develop social skills and interaction.

They are activities that require the permission of parents and may require a financial contribution. Attendance is not compulsory, but strongly encouraged. Students will not be excluded from excursions for financial reasons.

Excursions will be undertaken with adherence to current understanding of the legislation regarding Child Protection and Occupational Workplace Health & Safety.

Students must be aware that they are in a position of trust and must exercise high levels of responsibility. They also must be aware that they are representing the School, and dress standard and behaviour must be appropriate.
Teachers and supervisors must also be aware of their responsibilities regarding the conducting of excursions in terms of Duty of Care.

**CONSEQUENCES**

All families will be provided with all excursion details and will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. 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.

Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.

For every excursion, a risk assessment must be compiled by the teacher-in-charge, and signed by the principal.

On overnight excursions or those outside of Stanthorpe, at least one staff member will hold a current Senior First Aid Certificate, be in possession of an adequate first aid kit plus a mobile phone or other means of communication. The leader will ensure that copies of signed medical declarations for each student accompany the excursion. A vehicle will be available or within close proximity at all times.

Parents of children involved in all excursions may be invited to assist. When deciding on which parents will attend, the Teacher in Charge will take into account –

- Any valuable skills the parents have to offer. Eg. bus license, first aid, etc.
- The need to include both male and female parents.
- The special needs of particular students.

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

The school will ensure that adequate preparation is in place for excursions. This preparation involves academic preparation as well as logistics, safety and behaviour. In addition, suitable follow-up activities may occur.

Bob Knight     Graham Hitchener
Principal     Board Chairman

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