



Excursion & Incursion Policy

St Carlo Borromeo Primary School

Rationale:

The school's excursion and incursion program enables students to further their learning and social skills development in a non-school setting or through experiences provided by organizations who visit the school.

Excursions and incursions complement and are an important aspect, of the educational programs offered.

Aims:

To reinforce, complement and extend learning opportunities beyond the classroom.

To reinforce, complement and extend learning opportunities through the experiences provided by persons, organizations and events brought to the school by outside providers.

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 any activity provided by persons other than the school staff and conducted at the school.
- All excursions/incursions must be approved by the Principal.
- Prior to the activity an excursion planning form is to be completed and given to the principal for approval. If approved, the CEM Location of School Activity form must then be submitted prior to the activity.
- An excursion/incursion should be linked to the curriculum where possible.
- An excursion/incursion levy per student is included in the annual pupil levy charged to parents. Students will not be excluded for financial reasons.
- Each excursion will be coordinated by a designated "Teacher In Charge"
- Two weeks prior to any excursion/incursion, a note will be sent home informing parents of the details of the activity including: Venue, date, time of departure & return, mode of transport etc.
- It is the expectation that all students attend the excursion/incursion taking place. Adequate information that allows parents to give informed consent to their children attending an excursion must be provided prior to the excursion/incursion taking place.
- Permission forms must be signed by parent/guardian as well as acknowledgement of accessing and reading the Excursion/Incursion Policy on the school website
- No child may attend an excursion without the proper permission form. Verbal arrangements are not acceptable.
- Adult supervision ratio varies depending on the age of the children and the type of excursion. Normally the ratio is 1:20
- Parents are required to sign an excursion helper agreement prior to the excursion (see attached)
- No toddlers are to accompany parents on school excursions.

