

# Cranbourne West Primary School

## EXCURSION/INVISIT POLICY

### RATIONALE

Excursions/invisits are regarded as a highly desirable part of the learning program for all students in that they provide real life access to the areas being studied within the classroom.

### GENERAL STATEMENT

Excursions/invisits should be curriculum based and reflect the work carried out in the current integrated studies program for that Area or Specialist group. All Areas should have equal access to excursions/invisits.

### IMPLEMENTATION GUIDELINES

Area Leaders or their delegate has the responsibility for excursions and invisits for their learning areas. Specialist teachers have the responsibility for programs or visits within their area of responsibility.

The following statement is to be included on every excursion/invisit notice:

*Privacy: School Community*

*There is an expectation that all members of the school community respect the rights of others by not posting or distributing photographs or videos that include other community members without their express permission or consent.*

When planning an excursion the following points need to be considered:

1. Ensure that it fits into the current topic/focus being studied.
2. Wherever possible six weeks notification is given to the parents through a CASES21 excursion notice and the newsletter. This includes a clear cut off date so that the excursion/invisit can be cancelled if there are inadequate numbers of students indicating that they will attend.
3. Costs are carefully calculated on a percentage of the students attending. For instance do not assume that 100% of students will attend. The approved formula [Refer Admin Committee minutes 10/5/21] to be used when planning excursions costs is: GST exclusive cost of bus and admission fees (if applicable) plus any added costs divided by:
  - Area 1 – 75% attendance at invisits 60% student attendance at excursions
  - Area 2 – 75% student attendance at both invisits and excursions
  - Area 3 – 70% student attendance for both invisits and excursions
  - Area 4 – 70% student attendance for both invisits and excursionsand rounded up to the next dollar.
4. Students may only attend an excursion if the appropriate permission/medical form has been completed or consent given over the telephone (at the organiser's discretion). These forms must be taken on the excursion and must contain a current day time contact number in case the parent needs to be notified.
5. Parents are expected to pay prior to the excursion/invisit unless other arrangements have been made with the organiser, eg. payment plan, Centrepay or Bpay. If a child has to withdraw from the excursion/invisit a credit will only be given at the co-ordinator's discretion. Bus costs are not refundable.
6. It is expected payments [payment plans] will be finalised for a particular excursion by the end of the following school term. For example: Excursion occurs in February – Payments are due to be finalised by the end of second term.
7. All students attending an excursion are expected to wear Cranbourne West Primary School uniform and a lanyard.
8. Invisits/excursions will be conducted within DET guidelines including the completion of the Student Activity Locator.
9. All invisit providers must have a current Working with Children Check and adhere to the CWPS Child Safe strategies.
10. DET notification to be completed online.
11. Based on excursion activities and site location, a risk evaluation should be completed including risk of bushfire [if appropriate]
12. It is recommended that approximately \$50.00 per child a semester be allowed for excursions for all year levels.
13. Staff to take mobile phones which must be left on at all times. The phone numbers must be left at the main office.
14. The following school personnel need to be informed; Special Events Co-ordinator, CRT Co-ordinator, Specialists, Canteen, Yard Duty Co-ordinator, Integration Co-ordinator, Student Welfare Co-ordinator and First Aid Co-ordinator.
15. All students are to travel on buses with seat belts.
16. Excursion money will be taken up to and including the day of the activity if the co-ordinator wishes. HOWEVER, two days before each excursion an updated list of the amounts paid will be placed into the pigeon holes of the grades concerned. After this time, co-ordinator to monitor further receipts at classroom level.
17. The proposed excursion/invisit can be cancelled at any time at the discretion of the organiser eg. inclement weather. This needs to be handled with sensitivity and care.
18. Excursions will be cancelled or postponed if there is a bushfire threat and/or a code red in place for the vicinity.

19. Refer to DET reference guide for teacher/parent/student supervision ratios. Consideration will also be given to CWPS Child Safe Strategies.
20. Wherever possible a Cranbourne West PS staff member will go on an excursion. If a CRT is with a class, internal arrangements will be made.

## **EVALUATION**

An excursion evaluation form will be developed and completed at the conclusion of each excursion.