**Mullauna College**

Excursion & Incursion Policy

**STATEMENT**

Excursions and incursions are an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

**PURPOSE**

* To reinforce, complement and extend the 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.
* To provide a safe, secure learning experience for students in a venue external to the school.
* To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
* To further develop problem solving and life survival skills.
* To extend understanding of their physical and cultural environment.

**REFUNDS**

Where payment is made, a refund will only be payable if such a payment will not cause an increase in the cost of the extra to other participants. Payment information for the excursion/incursion will carry this notation. Notwithstanding this, it will be at the Principal’s discretion to vary this requirement.

**PROCESS:**

* All requests for a refund should be made in writing and addressed to the College Business Manager
* Once approved a credit to the amount determined refundable will be put against the parent/carer account. This will then be offset against the next charge incurred.
* Any credits remaining in the parent/carer account at the time of the student exiting the school will be refunded to the parent/carer.

**EVALUATION**

This policy will be reviewed every three years, with recommended changes being presented to School Council.

**ENDORSED:**

**Education Community:** February 2021

**School Council**: February 2021

**Date of next review:**  2024

**APPENDIX A:** Guidelines

The following guidelines will be adhered to in relation to excursions and incursions

1. College Council is responsible for the approval of high risk excursions and extra curricula activities such as the presentation ball
2. Staff wishing to organise an excursion/incursion must submit an Excursion Proposal form in the term prior to the event to the Assistant Principal (calendar) to be considered by the Calendar Committee. The Excursion organiser should check the calendar with a view to avoiding days that have already been affected by holidays, student free days, camps or excursions. Please check VCE blocks to ensure minimal impact.
3. All excursions/ incursions must be approved one term prior to running. Where a proposal has not been submitted, it will not run, unless special circumstances are pending. This decision will be made by the Calendar Committee. The committee will consider the educational outcome of the activity as well as the impact on the school for the proposed date. If approved the event organiser will be notified in writing and the details will be entered onto the calendar.
4. The Calendar Committee will consist of both Assistant Principals and the Daily Organiser.
5. For students in Years 11 and 12 it is expected that the event organiser will consult with other staff before planning to minimise the impact on other classes.
6. A designated *Teacher in Charge* will coordinate the activity. They will be responsible for submitting the event onto Compass and coordinating communication with staff, students and parents.
7. The *Teacher in Charge* must provide the General Office with a final student list as well as posting a copy on Compass.
8. In the case where the event involves a particular class or year level group, the *Teacher in Charge* will liaise with the Daily Organiser to ensure that there is an alternative program available for those students not attending.
9. All parents/carers must have completed the permission process on the Compass event and payment to be able to attend the excursion. The Parent Consent Forms must be taken on the excursion in case of an emergency. These forms are to be deposited at the General Office upon return and kept for 7 years. If a student is sick or injured then the Consent Form should be filed in the student file (retained for 20 years).
10. The school will provide a first aid kit and mobile phone for each excursion. The *Teacher in Charge* is responsible for collecting these prior to leaving.
11. The *Teacher in Charge* will communicate the anticipated return time with the General Office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.
12. On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.
13. The Assistant Principal (camps) will complete the ‘Notification of School Activity’ at : [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) 1 week prior to the excursion departure date.

**Arrangement for payments**

1. All aspects of the event will be outlined on Compass to parents, including cost, venue, departure & return times, activities, clothing and equipment lists, contact phone numbers, transport, arrangements, permission and medical forms and clearly stated payment finalisation dates.
2. All families will be given sufficient time to make payments for excursions/incursions. Parents will be provided with permission forms and excursion information, via the Compass event, clearly stating payment finalisation dates. Payment must be completed 10 days prior to departure. Children whose payment has not been finalised by published timeline will not be allowed to attend. The College has a strict ‘no pay, no go’ policy.
3. All parental consent and medical forms must be completed on Compass, or hard copies signed and returned one week prior to leaving.
4. All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
5. The teacher in charge of the event will be responsible for monitoring the content and payments made by parents and will keep the Compass event record up to date.
6. Where payment is made, a refund will only be payable if such a payment will not cause an increase in the cost of the event to other participants or a cost to the school. Payment information for the excursion/incursion will carry this notation. Notwithstanding this, it will be at the Principal’s discretion to vary this requirement.

**Event Requirements**

1. The rolls must be marked on Compass before departure if leaving from the College.
2. If departing from another venue (eg Mitcham Station) the rolls must be marked on Compass
3. No student is to be taken on an excursion unless he/she has parental permission granted on the Compass event or returned a completed Parent Consent Form and paid for the event.
4. The consent form will clearly indicate the departure and return time and place.
5. **Dismissal -** Students will not be dismissed at any other place unless they are picked up **personally** by **their** parent **OR** have clearly written an agreed alternative on the consent form. Students will **not** be dismissed into the care of another parent or siblings.
6. Where the excursion is only for part of the day, students will be required to return to school and attend scheduled classes. Last minute instructions from parents during the excursion via mobile phone are not acceptable.
7. Teachers on excursion have a responsibility to set work for their classes. This work is to be lodged on Compass.
8. YLCs should only be asked to attend excursions involving students in their year level of responsibility.
9. The Canteen should be notified of the excursion numbers

**Bushfires**

1. Staff organising the excursion should monitor weather and bushfire warnings. Relevant agencies should be contacted for further advice.

2. Based upon advice excursions may be postponed or shortened in duration.

3. In the event of a bushfire at or near the excursion location, the facilities’ emergency management plan should be enacted. Regular updates should be provided to the college.

**Appendix B:** Pupil / Teacher Ratios

|  |  |
| --- | --- |
| Abseiling and Rock Climbing1:1 Rock Face1:10 Others2 Experienced Staff | **Ropes Course**1:12 3 students to any one element, 1 participating, 2 spotting**NOTE:** No student on any element unless supervised |
| Bass Camping1:10 Residential; canvas1:15 Study: residential | **Scuba Diving**1:8 Pool training1:4 Diving, 2 buddy systems**NOTE:** 2 qualified staff |
| Board Sailing1:3 Beginners1:5 Novice; intermediate; advanced2 Experienced sailors | **Shooting**1:1 New or inexperienced1:5 On the track or mound1:15 Observers or waiting |
| Boats, Small Sailing - (Dinghies, Catamarans)1:8 Enclosed Waters1:6 Open Waters1:4 Open Waters, Adverse | **Snorkelling**1:8 Closed water: pool1:4 Open water**NOTE:** 2 qualified staff |
| Bushwalking (min 2 staff)1:6 Overnight1:10 Day | **Snow Activities (min 2 staff)**1:6 Alpine, Nordic – overnight1:10 Alpine, Nordic – day 1:10 Non-skiing |
| Canoeing1:6 2 Staff members | **Surf Activities**1:10 Beach1:8 Surf**NOTE:** 1 teacher/instructor in water and **NOTE** 1 teacher/ instructor on beach  |
| Cycling1:10 | **Swimming**1:20 Enclosed pools1:10 Open water |
| Horse Riding1:1 Basics1:5 Beginners1:8 Semi-experienced***Riding School:***1 Experienced teacher with instructor2 Experienced teachers if no instructor or group exceeds 10 | **Water Skiing**1:20 Shore1 Student on two at any one time; if highly experienced two may be taken together2 People in boat – driver and observer; one must be staff member |
| Orienteering1:10 Bush |  |

**Excursion/Incursion Approval Form**

This must be submitted to the Calendar Committee in the term preceding the event.

|  |  |
| --- | --- |
| **Event Name:** |  |
| **Venue:** |  |
| **Proposed Date:** |  |
| **Class/ Year Level:** | **Number of students -****Whole Year Level - Yes / No** |
| **Educational rationale for Excursion** (please attach evidence of links to relevant VCE Study design) | 1.2.3.4. |
| **Excursion program activities** | 1.2.3.4.5. |
| **Proposed Cost & final payment deadline** (inc Instalment Dates)**:****Total Cost Per Student (inc CRT where required)****$** | **Event Cost****$****Transport:****$** | **Teacher in Charge:** | **Proposed Staffing:****1.****2.****3.****4.****5.** | **Periods to cover.****1 2 3 4 5 6****1 2 3 4 5 6****1 2 3 4 5 6****1 2 3 4 5 6****1 2 3 4 5 6** | **CRT required****Yes / No** |
| **Domain Leader approval:** |  |
| **Proposal submitted by:** |  | **Date:** |

For Office use:

|  |  |
| --- | --- |
| **Calendar Committee Approval** |  |

**Approval:** This event has/ has not been approved.

**School Council Dates** – Published annually on the school calendar.

**Excursion/Incursion Approval Process**

|  |  |  |
| --- | --- | --- |
|  | **Complete Excursion/Incursion Approval Form** |  |
|  | **Calendar Committee**(form submitted in the term prior to the event) |  |
| **AP** (camps) enters the excursion details onto DET Notification of School Activity website at least 1 week prior to event | **Calendar Committee**(APs, Daily OrganiserIf approved **Assistant Principal** enters details onto the Calendar. | **School Council**High risk activities and extra curricula activities such as the Presentation Ball must be submitted to Council for approval |
|  | **Teacher in Charge** creates an event on Compass and communicates excursion/incursion details with parents via Compass. A copy of all details/deadlines is also provided to the General Office |  |
|  | **Teacher in Charge** liaises with General Office regarding payment & permission forms.**Final payment 10 calendar days prior to event** |  |
|  | **Teacher in Charge** informs Canteen Manager of number of students participating in the excursion. |  |
|  | **Teacher in Charge** ensures all permission and medical forms collected **1 week prior to excursion** |  |