

POLICY - May 2016



LILYDALE HEIGHTS
COLLEGE

EXCURSIONS Incorporating CAMPS & TOURS

Review 2019

Rationale:

The College Council recognizes that to implement and enhance the curriculum of the College it is necessary for students/staff to journey outside the College premises. These out-of-College activities are termed Excursions.

The nature and extent of Excursions conducted by our College will depend on the Educational Programs/Policies approved by College Council after input from relevant Committees and Key Learning Areas.

Excursions may be for: specific class(es) related to curriculum investigations in a Learning Areas, Sport Education, Physical Education, Outdoor Education, Year Level Camps, Language and Cultural International Tours, VCAL, Adventure Activities, Social Activities, Music Tour, Band Festivals and Unsupervised Excursions for individual VCE students.

Duration of Excursions may be for: class time, half or whole day, overnight, a number of days/weeks or as an extension to the school day.

Aims:

- To provide educational excursions where the safety of students and duty of care exercised by supervising staff will be paramount.
- To meet all Department of Education and Training and Lilydale Heights College Excursion Policy requirements will be met prior to and during the conduct of Excursions.
- The delivery to provide excursions where curriculum and students' learning and life experience will be enhanced by the conduct of such an Excursion.
- To incorporate Excursions into the Curriculum Documentation and Program Budgets.
- To provide a framework for local/national and international tours/excursions to be accessed by all students at the college.

Implementation:

- The Assistant Principal will act as the Principal's nominee and be responsible for the approval of Excursions except in the cases where prior approval of College Council is required. Excursions requiring Council approval will be discussed 'in principle' with Assistant Principal(s) prior to Council submission to assist in planning arrangements and implementation.
- Use excursions to be entered using Compass prior to any Excursions taking place.
- Requirements relating to preparation and safety as set out in the "School Policy & Advisory Guide, Planning and Approvals" and other publications including "Guidelines for Education Outdoors". Department of Education and Early Childhood Development procedures must be met for all relevant Excursions.

- All Excursions, including camps and tours, must be notified on the SAL (Student Activity Locator). For overseas Excursions, further permission must be sought from the Regional Director for staff to travel overseas and full documentation provided.
- Written approval from a parent / guardian should be obtained prior to a student participating in an Excursion. This approval should also contain parental consent for the supervising staff member to obtain medical or surgical attention for the student.
- While attending any Excursion, all students should adhere to the Student Code of Conduct.
- Staff should be aware of specific regulations pertaining to the transport of students, including private vehicles.
- After an Excursion the Assistant Principal should be informed in writing of any matters requiring follow up especially in regard to the Student Code of Conduct.

Resources:

- All Excursions should be fully costed and not operate at a loss. This will include consideration of replacement teacher arrangements and costs.
- Financial arrangements are to be discussed with the Assistant Principal, the Business Manager and the Curriculum Implementation Leader during the approval stage of Excursion.
- All Adult / Staff supervision numbers for each Excursion as set down are to be met as a minimum requirement (i.e. Student: Staff Ratio depends on type of Excursion).
- Staffing for Camps and Tours will be approved by the College Administration during the planning process.

Evaluation:

The Assistant Principal, in co-operation with the Sub-School Leaders, the Curriculum Implementation Leader and the Learning Area Coordinators shall monitor:

- The general implementation of the Excursion Policy.
- Developments which impact on Excursions, reporting to the Staff and College Council as necessary.

This policy will be reviewed as part of the College's three-year review cycle.

Staff Consultation:

May 2016

Endorsement:

Curriculum Committee

May 2016

College Council

May 2016



Lilydale Heights College

Camps/Excursion/Incursion Checklist

Excursion Name:

LONG TERM PLAN

Discuss the education merits of the excursion with Program Coordinator, Learning Leader or Faculty Leader.
Enter Event on Compass for approval
Consider **WEATHER** contingency plan
Book bus; venue etc

4 weeks prior minimum

Parent Consent Form and Confidential Medical Info Form/Camp Asthma Form printed on Compass
Prepare Booklets/Worksheets, Guide Questions etc
Teacher In Charge to enter as required (SALS)
Tell **ALL** staff of arrangements

2 weeks prior

Change Yard Duty/Bus Duty as required
Contact bus company to confirm details as required
Inform 'visitors' who are expected at school on that date
Organise for payment to venue/performer etc as required
Petty Cash arrangements

1 week prior

Ask First Aid Coordinator to prepare appropriate first aid kits
Organise to book camera/charge batteries/College mobile phone
Children NOT going on excursion – arrangements for them on the day Make arrangements for students left behind
Chase up missing Parent Consent Form and Confidential Medical Info Form/Camp Asthma Form
Notify Daily News of upcoming event
4 Days before excursion confirm excursion – no payments accepted after this point

Day/Class before

Remind children to bring their asthma medication/hand out Camp Asthma Medical Update Form
Collect First Aid kit/s
General reminder to students re: what they need to bring/can expect

ON THE DAY

Mark Roll on Compass using APP or at school before departure
Collect the payment for venue/performer etc **if organised**
Take ALL permission slips on excursion
Collect ALL medication that is required including epipen if required
Collect a College mobile/camera etc

AFTER THE EXCURSION

Hand all receipts to the Office as required
Report back re excursion to Principal Class
Advise First Aid of restock requirements in kit/s and return kits
Complete Central Filing Pro Forma and return with Consent Forms to Office

CAMPS – due dates and requirements may vary from camp to camp

ORGANISATION OF INTRASTATE, INTERSTATE AND INTERNATIONAL TOURS & TIMELINE FOR TEACHERS IN CHARGE

12 MONTHS PRIOR TO EXCURSION

Discuss the education merits of the excursion with Assistant Principal or Principal.

Discuss excursion information with the Assistant Principal.

THREE TO FOUR TERMS PRIOR TO TOUR

- Complete a TOUR PROPOSAL, INCLUDING 3 written quotes for the tour costs, the itinerary and relevant safety information and hand a copy to Assistant Principal.
- Brief the Assistant Principal about the proposed tour present to policy and planning and request this proposal be carried forward to College Council for endorsement.
- Once College Council approval had been gained, hand out Parent Information and Consent Forms to Students and arrange a payment schedule, to be adhered to by all participants.
- Notify the College Council Fund raising committee of any fund raising events to take place in support of the tour.
- Arrange for Student Payment List to be kept updated by the General Office with regular payment checks to be made and communication with parents to be maintained over the planning period.
- Request permission to travel overseas from the DET through the Regional Director and notify the Office of Emergency Management of the tour dates, itinerary and personnel.

AT THE TIME OF THE TOUR

- Students are to attend School unless prior arrangements are made with the Assistant Principal.
- Rolls to be marked.
- General Office to be given list of students attending the Tour.
- Teacher in Charge takes Parent Permission Slips on Tour.
- Students are to be in College Uniform unless prior arrangements made with Assistant Principal.
- Students not permitted to join excursion en-route.
- Mobile Phone to be taken / hired in country of destination by Teacher in Charge of Excursion to allow communication with the College administration and/or parents.

AFTER THE TOUR

- A Tour booklet or media presentation will be prepared to celebrate the tour.
- Teacher in Charge of Tour to provide the Assistant Principal with a written report of any incidents that occurred during the excursion e.g. Truancy or Student Management Concerns.



LILYDALE HEIGHTS COLLEGE

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EXTRA CURRICULAR ACTIVITY PERMISSION TO ATTEND

The student is required to complete this form and obtain teacher approval for the classes from which they will be absent during this excursion. They are then required to hand it to the sub school leader for final approval BEFORE the date of the proposed activity.

Please note students will not be permitted to also attend an excursion if there is a SAC scheduled on the proposed date. Students who are not up to date with the class work may not be permitted to attend. It is the student's responsibility to collect all work for classes missed on that particular day before they attend the activity.

Student's Name (print) _____ Form _____

Purpose of Activity _____

Date of Activity _____

Organising teacher of Excursion _____

Time of Departure _____ Time of Return _____

CLASSES FROM WHICH STUDENT WILL BE ABSENT

Period	Subject	Work Outstanding	Work to be completed for proposed activity date	Class Teacher Approval
1				
2				
3				
4				
5				
6				

FINAL APPROVAL

Senior School Leader _____ Date _____

Once ALL teachers have signed, return this form to the
Teacher –in – charge of Excursion



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CENTRAL FILING

INFORMATION ON CAMPS / EXCURSIONS

STAFF ARE REQUIRED TO COMPLETE THE FOLLOWING FORM AND ATTACH ALL DOCUMENTATION COLLECTED FOR CAMPS / EXCURSION

(PLEASE FORWARD TO THE GENERAL OFFICE FOR FILING WITHIN 7 DAYS OF EVENT)

- EXCURSION/CAMP: _____
- ORGANISING TEACHER: _____
- ASSISTING TEACHERS: _____
- EXCURSION DATE : _____ • COST: _____
- TIME OF EXCURSION: _____ • TIME OF RETURN: _____
- EXCURSION DETAILS: _____
- METHOD OF TRANSPORT: _____

INFORMATION

RECORDS ARE TO BE KEPT FOR ALL COLLEGE EXCURSION / CAMPS

NO ACCIDENTS / INCIDENTS - Requirement 7 YEAR storage

WHERE ACCIDENTS / INCIDENTS OCCUR - Requirement 20 YEAR storage

•• PLEASE COMPLETE ACCIDENT / INCIDENT REPORT (if applicable) ••

Student Name _____ FORM _____

Accident / Incident Type _____

Student Name _____ FORM _____

Accident / Incident Type _____

Student Name _____ FORM _____

Accident / Incident Type _____