

Blakebrook Public School Excursions Policy June 2010



Update due: June 2015

(All relevant department policies will apply)

1. Excursions are seen to be a most important part of the school curriculum.
2. Parents will receive full information concerning both the educational and administrative features of all excursions as early as possible.
3. All relevant school rules will be enforced during any school excursion.
4. A risk analysis will be undertaken on the proposed excursion (or a pre-written generic analysis will be used).
5. Student Assistance Scheme funds may be made available at the committee's discretion to ensure that no child is excluded from an excursion due to economic constraints.
6. **Minor Excursions** (whole or part day) will be arranged at the discretion of the teachers. Permission notes and money are required at the office one week before the day excursion or Carnival, otherwise children will miss out. The school will aim to notify families of excursions or Carnivals well in advance (at least three weeks for minor events and longer for major excursions) unless the information is not presented within the said timeframe from external sources (such as District PSSA etc). If families have extenuating circumstances and cannot meet the payment deadline then parents can have a chat to either the School Administrative Manager (SAM) or the Principal and request a payment time extension.
7. **Major Excursions** Each year a major excursion for Primary children is conducted according to the following timetable.

2009	Lennox Head Sport & Recreation Camp (5 days) for Years 3/4/5/6
2010	Maranatha Outward Bound Camp (5 days) for Years 5/6 with Bexhill PS
2011	Darlington Beach Environmental Excursion (3 days) for Years 5/6
2012	Brisbane, Sunshine Coast, Fraser Island (5 days) for Years 3/4/5/6
2013	Maranatha Outward Bound Camp (5 days) for Years 5/6 with Bexhill PS Lennox Head Sport & Recreation Camp (3 days) for Years 3/4
2014	Darlington Beach Environmental Excursion (3 days) for Years 5/6
2015	Camp Koinonia, Evans Head (3 days) for Years 3/4/5/6
2016	Brisbane, Sunshine Coast, Fraser Island (5 days) for Years 3/4/5/6

8. Years 3 & 4 will be given the opportunity to participate in a two night/three day camp at Dorrroughby Environment Centre or Currumbin Bird Sanctuary and Sleepover at North Kirra Surf Club.

2010	Dorrroughby (3 days) for Years 3/4
2011	Currumbin
2012	Brisbane, Sunshine Coast, Fraser Island for 3/4/5/6
2013	Lennox Head Sport & Recreation Camp (3 days)
2014	Currumbin
2015	Camp Koinonia, Evans Head (3 days) for Years 3/4 & Years 5/6
2016	Brisbane, Sunshine Coast, Fraser Island for 3/4/5/6

9. In Term 4 of 2011, 2013, 2015 etc, there will be an overnight camp at school for K-2 students (only with parent participation and support – no siblings).

10. Day excursions will be organised at the teachers' discretion, depending upon the HSIE and/or science focus eg: Byron Bay Dolphin Dreaming, dairy farm visit, RSPCA Educational visit, museum visit, Lismore Art Gallery visit, environmental riverside excursions, Writers Festival etc.

11. If students have three reflection sheets within a term it is possible that they will be excluded from the yearly excursion or camp, depending on the severity of the behaviour. These issues will be discussed with the parents of the child/ren.

12. **All** students **MUST** have Australia-wide Ambulance cover to attend an overnight excursion (eg: Medibank Private costs approximately \$65 per year to cover a family of six).

13. Appendices to be used with this policy are:

- Application for approval of excursion
- Risk Management process and proforma
- Parent or caregiver information and consent forms
- Medical information form

The above documents are available on the school server under Policies or at

https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010_i.shtml#Related%20Documents%20and%20Advice