

## Rationale

The school's excursion/incursion program gives students the opportunity to further their learning and develop their social skills in an out of school setting. Excursions/incursions are a valued aspect of the educational programs offered at our school.

## Purpose

- To develop and extend the school's educational programs.
- To provide students with extra-curricular opportunities that transcend the classroom setting.

## Guidelines

1. Excursions/incursions are seen as being an integral part of the school program and a valuable addition to the learning experiences, which can be provided within the school.
2. Excursions/incursions should be used to enhance the programs being pursued in the classroom.
3. Wherever possible, preparatory work and follow up activities will occur.
4. Excursions/incursions will be organized in accordance with DEECD requirements including information on 'Student Activity Locator' where necessary.
5. A limit to the number of excursions/incursions undertaken may be set should financial factors become a consideration.
6. Visits to Bellbrae by other guest speakers/performers will be encouraged, to provide enrichment opportunities.
7. Parents should be informed of the nature and value of our excursion/incursion program.
8. It is desirable that all students attend excursions/incursions planned for their classes.
9. Written parental permission must be obtained before participation.
10. Excursions/incursions should be paid for before participation is allowed.

**Bellbrae Primary School**

50 School Road  
Bellbrae, 3228  
Victoria

(03) 5261 2660

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Policy ratified by  
School Council

October 2014

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11. Where practically possible, year level coordinators will provide an outline of Excursion/Incursions planned for the year, prior to students beginning the academic year.
12. A time frame of two weeks' notice for an Excursion/Incursion needs to be given prior to permission being granted by the Principal.

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- To develop and extend the school's educational programs.
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## Implementation

1. Teachers will organise school excursions/incursions that enhance school programs and learning opportunities for students.
2. Teachers will endeavour to organise visits by members of the wider community, who have the ability to enhance school programs.
3. All excursions/incursions will obtain necessary approval from the Principal and if necessary, be ratified by the School Council.
4. Proposed visits and excursions/incursions will be organised after consultation with staff and the principal.
5. Parents will be asked to meet the cost of excursions/incursions through the annual Excursion/Incursion Levy. Suitable notice will be given before the planned excursion.
6. Parents may be invited to attend visits and excursions/incursions either as helpers or interested participants. Parents will also have the option of 'pay as you go' if they prefer not to pay a lump sum up front.
7. Teachers will ensure all permission notes and payments have been received before participation.
8. When there is uncertainty as to whether or not an excursion should be cancelled due to extreme weather conditions, fire or other prevailing factors, schools are advised to obtain information to assist with the decision making process.
9. Information can be sought from the sources listed below:
  - Consult the Country Fire Association (CFA) and Department of Sustainability and Environment (DSE) websites for the latest fire information via [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) or [www.dse.vic.gov.au](http://www.dse.vic.gov.au) or the Bushfire Information Hotline: 1800 240 667.

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- Obtain information on the Safety Guidelines for Education Outdoors at: [www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm](http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm).
  - Obtain information from your excursion provider.
  - Consult Parks Victoria at: [www.parkweb.vic.gov.au](http://www.parkweb.vic.gov.au).
  - Contact your regional emergency management coordinator for advice when making these decisions.
10. Staff members responsible for organising an excursion will notify D.E.E.C.D of the planned activity using the following website: <https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>
11. Medical information forms, First Aid kits, anaphylactic kits, and other relevant documentation need to accompany students on the excursion.
- ### Evaluation
- This policy will be reviewed as part of the school's three-year review cycle.
  - Each department will review the excursion/incursion program each year.