

Rationale:

Lowanna College's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of, the educational programs offered at our College.

Aims:

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to the classroom, and that valuable and powerful learning takes place in the real world.

Implementation:

1. An excursion is defined as any activity beyond the College grounds.
2. A student must have gained a GPA of 2.0 or above to be eligible to attend extra-curricular excursions (ie:) those not linked to a particular subject. Only students who have displayed sensible, reliable behaviour at school will be invited to participate in excursions. Parents will be notified if a child is at risk of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by a Principal, in consultation with the classroom teacher and the Teacher in Charge of the excursion.
3. College Council must approve all overnight or adventure excursions. In doing so, the College Council will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all Department of Education and Training (DET) requirements. Approval is to be sought at a scheduled meeting at least three weeks prior to the designated overnight or adventure excursion date. Information presented to the College Council will include:
 - a. The educational aims and objectives of the excursion.
 - b. The names of all adults attending (any adult from outside the College who attends an excursion will hold a current Working with Children's Check).
 - c. Travel arrangements and costs.
 - d. Venue details and an itinerary of events.
 - e. Procedures followed to ensure the safety of the students.

The above information will be provided to the Principal before the College Council meeting date.

4. All other excursions will follow the internal Compass approval process. Once this process is complete any necessary changes to details will be communicated to Administration staff. It is important that the Administration staff involved with excursions assist other staff in setting an appropriate fee to cover the expenses of a camp or excursion.
5. Endeavours will be made not to exclude any student from attending an excursion due to financial constraints. Parents experiencing financial difficulty, who wish for their child to attend an excursion, will be invited to discuss their individual situation with a Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis and communicated to Administration.
6. Prior to any student attending an excursion, parents/guardians must have provided to the College the signed Compass generated permission form, a signed "Confidential Medical Information for College Council Approved Excursions" form, and must also have paid the costs involved.

7. Administration staff will be responsible for managing and monitoring payments made by parents and will provide organising staff with a detailed summary when requested.
8. Students whose payments and permission forms have not been finalised by the designated date (3 days prior to the excursion) will not be permitted to attend unless alternative payment arrangements had been previously organised. All families will be given sufficient time to make payments for excursions.
9. For excursions that incur booking cancellation fees, the College will make a decision about the viability of the excursion by the designated date. Should families decide to withdraw from the excursion after this date, then only partial refunds will be provided.
10. If, by the designated date (3 days prior to the excursion), there are insufficient attendees to regard the excursion viable, then it will be cancelled.
11. Information will be provided to all parents of non-English speaking families in a manner that allows them to provide informed consent for their children to attend the excursion.
12. The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DET guidelines and the names of all staff members attending are included.
13. The online DET 'Notification of School Activity' proforma will be completed by Administrative staff as required at: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
14. The College will provide a first-aid kit for all excursions and ensure that staff are contactable via mobile phone.
15. Copies of completed Permission forms, and signed 'Confidential Medical Information for College Council Approved Excursions' forms must be carried by excursion staff at all times.
16. All staff will follow this policy in relation to any excursion or event involving Lowanna College students and conducted in a non-school setting.

Evaluation:

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

This policy was last ratified by College Council on 8 December 2015.