



Topic: Holy Spirit School Camps and Excursions Policy

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Policy Area: Education

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1. RATIONALE

Excursions are undertaken as an integral part of the educational program at Holy Spirit School and reflect the overall authentic Catholic principles and values of the school. 'School camps and excursions' are defined as activities generally conducted away from the school campus for educational and/or religious purposes. In some cases a camp or excursion could take place on a school campus.

2. DEFINITIONS

School camps and excursions are defined as activities generally conducted away from the school campus for educational and/or religious purposes. In some cases a camp or excursion could take place on a school campus.

3. PRINCIPLES

- 3.1 School excursions enhance the educational program offered by the Holy Spirit School.
- 3.2 The principal will ensure that maximum emphasis is placed on the safety and well-being of all the participants.
- 3.3 The planning for school excursions, will consider the needs of both students and their families. Particular emphasis is given to the needs of people from varying cultural backgrounds.
- 3.4 Consideration will be given to the financial burden on families of sending students on excursions. With this in mind, the cost of excursions is to fit within the amenities money set at the beginning of each year.
- 3.5 Excursions are an extension of the school program. As such, during an excursion, the same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the excursion.
- 3.6 A duty of care will exist at all times for the duration of the excursion, as to teacher-student relationships.
- 3.7 All excursions organised by Holy Spirit School will comply with the *School Camps and Excursions Guidelines for Catholic Schools*.

4. PROCEDURE

- 4.1 The approval of the principal is required for all excursions.
- 4.2 The adult-student ratio for school excursions will be determined taking in the following factors:
 - the type of activities
 - the location of the excursion
 - the age of the students
 - the excursion facilities
 - gender balance for the supervision of male and female students

- 4.3 The principal shall ensure that adequate insurance cover is in place to protect all participants on the excursion.
- 4.4 If private transport is to be used, the principal will ensure that all vehicles used for the excursion shall be in a roadworthy condition and that students will be transported in a safe and proper manner.
- 4.5 The principal will ensure that the drivers of any vehicle are:
- persons who act responsibly
 - persons who give due regard to the safety and well-being of students
 - persons who have a current and appropriate driver's licence
- 4.6 No student will be prevented from attending excursions on financial grounds.
- 4.7 Students require the written permission by their parents to attend a school excursion. The permission note shall outline for parents details such as:
- outcomes for excursion
 - cost involved
 - the method of transport
 - activities to be undertaken
- 4.8 School excursions form part of the school's curriculum program and are therefore to be attended by students. If parents have issues regarding the attendance of their child/children on school excursions these issues shall be discussed with the principal.
- 4.9 When students are exempt from attending a school excursion, the school shall provide an alternative educational program.
- 4.10 The class teacher will ensure that permission notes with the medical and emergency information for students is taken with them on the excursion.

Holy Spirit School Excursion Request Form

Year: _____ Teacher/s: _____

Date of Excursion: _____

Destination: _____

General Aim of Excursion: _____

School Departure Time: _____ School Return Time: _____

Teachers and Parents Attending: _____

Any children not attending: _____

Cost

Transport: \$ _____

Total / Student: \$ _____

Entrance: \$ _____

Other: \$ _____

TOTAL: \$ _____

Amenities

Current Balance: \$ _____

Less Excursion: \$ _____

Date of Approval: _____

Signed: _____

Principal

Checklist

- | | |
|-----------------------------|--|
| 1. Parents notified | 6. Students' medication to be taken |
| 2. Transport confirmed | 7. Playground duty covered |
| 3. Venue confirmed | 8. Put in Term Calendar |
| 4. Parent helpers confirmed | 9. Cheque/s obtained from office if required |
| 5. First Aid box organised | the day before |