



# NATHALIA SECONDARY COLLEGE

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## EXTRA CURRICULA & DAY EXCURSIONS POLICY

### **Purpose**

- The school's extra curricula and excursion program enables students to further their learning and social skills development in a non-school setting. Extra curricula / day excursions complement, and are an important aspect of the educational programs offered at our school.

### **Guidelines**

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To develop a positive and prioritised culture aligned with the school values (CLEAR).

### **Implementation**

- Extra curricula / day excursions need to be calendared as soon as organiser knows of event date.
- Extra curricula / day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to be outside the timetabled class.
- The principal and Assistant Principal are responsible for the approval of all extra curricula activities, other than those that must be approved by the School Council.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- A designated 'Teacher in Charge' will coordinate each day excursion/extra-curricular activity.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet formally with the Assistant Principal, to present the principal with a planning summary, to discuss the proposed activity, and to seek principal support for the event.
- If the Assistant Principal's approval is granted, detailed planning should commence.
- The Principal has over-riding decision making power.
- When presenting information to the Assistant Principal, the Teacher in Charge must be aware that the Assistant Principal will consider the following:-
  - What is the purpose of the extra curricula / excursion and its connection to student learning? The Teacher in Charge has a



# NATHALIA SECONDARY COLLEGE

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responsibility to report on student learning outcomes through Homeroom files.

- Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
- Is an appropriately trained member of staff able to provide first aid ?
- Have supervisory adults who are not registered teachers completed a Working with Children Check?
- Is the location of staff and students throughout the excursion including during travel known?
- Is a record of telephone contacts for supervising excursion staff available?
- Participation is based on individualised student SPA/SWIS data. This will be decided by the teacher in charge and Assistant Principal.
- If a student is not allowed to participate then parents need to be contacted and referred back to their SPA review.
- If a teacher has a concern with a student participating in an extra curricula / excursion then that concern will be put in writing and given to the Assistant Principal a week prior to activity.
- If approved, the online Notification of School Activity form can then be submitted three weeks prior to the activity if required (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
- School Council prefers that students only travel on buses fitted with seatbelts if available. (Private transport is only to be used with Principal approval.) Refer to Private Vehicle Policy.
- The principal requires that a report from the Teacher in Charge occur after each event if any mishaps or concerns have arisen.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Business Manager will not be eligible to attend.
- Office staff will be responsible for managing and monitoring the payments made by parents. The Teacher in Charge will liaise with the office staff.



# NATHALIA SECONDARY COLLEGE

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- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a first-aid kit for all day activities. The Teacher in Charge will have a mobile phone.
- Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by extra curricula / excursion staff at all times.
- The Teacher in Charge will communicate with the office with regards to any changes to the anticipated return time.
- While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the extra curricula activity / excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- Parents or community volunteers may be invited to participate in extra curricula activities / excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
  1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
  2. The preference to include both male and female parents.
  3. The special needs of particular students.
  4. Working with children check
- Parents selected to assist with extra curricula activities /day excursions may be required to pay their excursion costs.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an extra curricula activity / excursion due to poor behaviour at school. The decision to exclude a student will be made by the Assistant Principal, in consultation with the Teacher in Charge.
- The primary references that must be consulted when considering all day excursions is the Policy Website, Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.

Reviewed .....12<sup>th</sup> August 2014..... by School Council Policy Review Sub Committee

Policy last ratified ...9<sup>th</sup> September, 2014...Due for review...September 2018