
Westgarth Primary School is a community of students, staff, friends and family working together to create a diverse, engaging and respectful learning environment.

Rationale

Westgarth Primary School's excursion and in-school activities program is designed to complement the school's educational programs and provide students with further opportunities to develop their learning and social skills.

Aims

- 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 ensure that all excursions and in-school activities are carried out in accordance with health and safety guidelines.

Actions

- Excursions and Incursions will be planned to support classroom programs.
- The Principal/Assistant Principals must approve all excursions and in-school activities. In doing so, this will ensure that all excursions and in-school activities are maintained at a reasonable and affordable cost and comply with all DET requirements.
- School Council will determine an Excursion and In-school Activity payment each year. Parents can bulk pay for the year's excursions or pay for individual excursions as they occur.
- All endeavours will be made to include all students, however, where payment has not been received by the School or appropriate arrangements made with the school, prior to the activity, a student may be excluded from participating in an activity. Notwithstanding this payment requirement, Parents/Guardians experiencing financial difficulty will be encouraged to discuss their individual situation with the Principal or student wellbeing coordinator. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- The designated 'Teacher in Charge' will ensure that all excursions, transport arrangements and excursion activities comply with DET guidelines.
- All buses hired to transport students must meet or exceed the safety standards equal to that of the existing public transport network or those recommended by the relevant government authority. In cases where the proposed journey is beyond the

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local neighbourhood and involves travel on open highway, freeway or tollway then buses equipped with seat belts will be booked.

- Prior to any student attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed “Confidential Medical Information for Approved Excursions” form.
- An internal school activity/excursion proposal form will be completed by staff for approval by Assistant Principals, prior to the activity taking place.
- When organising off-site activities during the bushfire season, the staff at W.P.S. will continue to assess the likely threat of fire. Off-site activities in areas affected by a predicted Code Red day should be cancelled or recalled.
- Classroom teachers will be given the first option to attend excursions.
- The school will encourage staff to carry their personal mobile phone and a first aid kit will be required for all excursions/sporting events.
- Copies of completed Permission forms, and signed “Confidential Medical Information for Approved Excursions” forms must be carried by excursion staff at all times.
- Prior to excursions or in-school activities, the participation of students with additional needs or behaviour management plans will be discussed with parents/guardians and the appropriate teachers.
- Staff must complete a Risk Assessment for each off-site excursion. This will include a Child Safe component in line with the Child Safe Policy.

Supported Documents

- DET Bushfire At-Risk Register and the list of potential and actual closures of schools and children’s services: www.education.vic.gov.au/bushfires
- Country Fire Authority: www.cfa.vic.gov.au
- Department of Sustainability and Environment: www.dse.vic.gov.au
- Excursion/ Special Activity Proposal form
- Child Safe Policy

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