

ST AGNES SCHOOL EXCURSION/INCURSION POLICY



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At St Agnes School we believe that learning takes place inside and outside the classroom. Incursions and excursions, including camps, provide excellent opportunities for the enrichment of student learning. Well planned relevant outdoor learning provides contexts in which students can experience a range of valuable learning interactions and develop positive social relationships. Excursions can take place in a range of forms such as: visits and walks within the local area, swimming and aquatics, sporting and other learning in out of school venues, camps, sleepovers at school or educational centres, demonstrations and instructions by community groups, other events such as school concert or graduation dinners.

An excursion is an activity organised by a school or preschool during which children and young people leave the site to engage in educational and recreational activities.

Excursions are a valuable teaching and learning experience providing an opportunity for children and young people to learn from the wider community, building on the curriculum and reinforcing school based learning.

To ensure the safety and wellbeing of children, young people and staff, educational excursions should be conducted with awareness by all parties of their responsibilities.

Excursions aim to support students to:

- Develop an understanding that valuable and powerful learning also takes place in the real world
- Become more aware of and appreciate the environment and develop outdoor skills
- Increase independence in self as a learner and transfer BLP learning muscles into lifelong learning opportunities through collaboration, resourcefulness, independence, resilience and shared leadership
- Develop problem solving skills and student voice opportunities

Responsibility of teachers:

- provide opportunities for a wide range of educationally valuable outdoor experiences through excursions
- ensure that the program is forwarded to the Principal for approval and the excursion flowchart is followed
- notify parents of the intent, purpose, venue, date and requirements of all excursions to be held as soon as is practicable with as much advance warning as possible.
- ensure that all excursion fees are received no less than 5 days prior to the event.
- ensure DECD regulations and guidelines are followed

- ensure that when using private cars each child wears an approved seatbelt and the vehicle has Third Party insurance cover and the “Transport of students by private vehicle” form is completed and signed.
- ensure that all medical information and medication is collected and available
- ensure first aid knowledge and provisions are available
- provide an alternative program for students not attending excursions
- complete a risk assessment for the excursion to identify and evaluate hazards and to develop and implement risk control strategies
- ensure adult to student ratio is complied with

Adult-to-student ratio:

- **1:10** for Preschool to Year 2
- **1:15** for years 3-7
- **1:10** required for marked or unmarked trails in difficult terrain, tent camping and bushwalking
- **1:5** required in remote areas (Rock-climbing, abseiling etc.)
- **1:20** for formals, graduations, dinners and school discos
- **1:6** for Preschool to Year 2 and **1:10** for Years 3-7 required for special events involving large crowds such as Adelaide Oval, Royal Adelaide Show
- **1:6** for Preschool to Year 2 and **1:10** for Years 3-7 is required for performances and public venues such as the Art Gallery of SA, SA Maritime Museum or other related public institutions such as museums or galleries, Adelaide Botanic Gardens and Adelaide Zoo.
- **1:6** for Rec – Year 2 and **1:10** for Years 3-7 for aquatic areas near water such as rivers, creeks, estuaries etc
- Swimming and informal water activities in pools and at beaches, rivers and lakes:
 - **1:10** Rec – year 2 and **1:12** Yrs 3-7 for pool
 - **1:6** Rec – 2 and **1:10** for open water (beach, river or lake)

Responsibility of students:

- consistently demonstrate school values leading up to and on an excursion in order to ensure participation
- participate in class planning for the excursion
- follow the direction of teachers and all adults
- act responsibly to care for other’s property and rights
- be responsible for one’s own belongings

Parents / Caregivers:

- ensure that all excursion fees and signed consent are received no less than 5 days prior to the event
- support the school’s programmes by encouraging their child’s participation in excursions
- notify the school if cost of excursion prohibits participation of their child
- assist on excursions if able
- provide full medical information and any required medication

See DECD “Camps and Excursions Guide” for more information regarding specific outings