



# Melrose High School

Marr Street Pearce ACT 2607



"A community of learners building on a tradition of excellence."

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SCHOOL POLICY and PROCEDURE:	<b>Excursion Policy</b>
APPROVED:	2010
REVIEW DATE:	2013
RELATED DET POLICY:	<i>Excursions EMP200607</i> <i>Outdoor Ed Mandatory Policy and Procedures</i> <i>Overseas Excursion policy OSE 200608</i> <a href="http://www.det.act.gov.au/publications_and_policies/policy_a-z">http://www.det.act.gov.au/publications_and_policies/policy_a-z</a>

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Melrose High is committed to the provision of a broad education for students. In developing students to the full extent of their abilities there is recognition and valuing of a range of experiences, which can be achieved both within and outside of the usual school environment. Excursions should provide enriching experiences for all students in a variety of environments. Excursions must be planned in the context of the total educational program of the school.

Excursions are an important means of developing responsibility in students and of fostering social and academic awareness. As such they are an integral aspect of quality curriculum.

An excursion is an educational trip by students, under the direction of a teacher, outside normal school precincts. Excursions fall into 4 categories:

- Movement, generally on foot or by bicycle, in the immediate vicinity of the school;
- Other excursions within the ACT, but further afield, involving motor/public transport;
- Excursions which involve travel beyond the ACT, or overnight accommodation; and
- Overseas excursions.

## Financial Assistance

The Melrose High School Board has made provision to support students and families to attend local, interstate and international excursions. The level of funding is negotiated in a confidential conversation or written application to the Principal. Priority funding will be allocated to curriculum based activities.

## APPROVAL:

Category a) and b) excursions are approved by the Deputy.

Category c) and d) departmental approvals are signed by the Principal; school approval is through the Deputy.

The unit outline should inform parents of all possible excursions and the costs involved.

All exchange of information to parents, giving details of the excursion, must be in writing and only be distributed **after** approval has been given by the Deputy or Principal. (See the attached proforma.)

Where overseas excursions are planned, refer to the additional mandatory procedures in section 5 of the *Excursion Policy, August 1998*. [http://www.det.act.gov.au/\\_data/assets/pdf\\_file/0010/19477/Oseas\\_Excurs\\_Policy-Revised-2006.pdf](http://www.det.act.gov.au/_data/assets/pdf_file/0010/19477/Oseas_Excurs_Policy-Revised-2006.pdf)

All outdoor adventure activities must refer to *Outdoor Adventure Activities – Policy and Mandatory Procedures* [http://www.det.act.gov.au/\\_data/assets/pdf\\_file/0004/19471/outdoor\\_adventures.pdf](http://www.det.act.gov.au/_data/assets/pdf_file/0004/19471/outdoor_adventures.pdf)

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## Excursion Policy

To verify that this is the current and complete document view [www.melrosehs.act.edu.au](http://www.melrosehs.act.edu.au)

Teacher student ratio:

Category (a) - within the immediate vicinity of the school. Max 1:32

Category (b) - within the ACT, involving motor or public transport  
The ratio is one teacher per class. Max 1:32

Category (c) - day trips beyond the ACT, 1:20

Category (d) - trips involving overnight accommodation, Ratio 1:20.  
For mixed gender groups a male and female teacher must jointly manage the excursion.

Depending on the activities involved additional teachers may be required.

Teachers need to build in the cost of overnight allowances payable to them when pricing an excursion. This is not a cost met by the school or Department.

If an excursion is cancelled the teacher informs the Finance Office and a refund will be processed. If a child is sick on the day of the excursion, they will, if possible, be refunded after all fixed costs are met and if there are still funds in the transitory account. Where costs have to be met a refund may not be possible due to short notice.

When a private vehicle is used the Principal or delegate must cite comprehensive insurance documents and registration papers before any approval is granted.

## **PARENT CONSENT AND MEDICAL FORMS**

Category A excursions – notification must be sent to parents

Category B excursions – full details of each excursion, together with consent form, must be sent to parents to complete and return to the school prior to the excursion.

Category C & D Excursions – All as for category B plus full DET medical form.

## **PARTICIPATION:**

MHS excursions aim to provide appropriate curricula and extra curricula opportunities for full participation of all students. However, students may be excluded from excursions due to their behaviour through one of three mechanisms:

- A student who is currently on a Stage 2 agreement is not allowed to participate in Extra-curricular activities ie. School Socials, School sporting events and any excursion that is not curriculum based for the 5 day period of the stage agreement.
- Students who are on a Stage 3 agreement is not allowed to participate in any school excursion for the period of 5-10 days following whilst on this agreement.
- The Principal or Executive of Student Services may exclude individual students from excursions. A student who wishes to appeal this decision may address their concern with the Principal.

## Steps for Organising Teachers

- 1. Discuss with Level 2 of Curriculum area for approval in principle. Costings and transport availability need to be known
- 2. Discuss with Deputy Principal to check clashes in planning
- 3. Discuss with Staffing Officer. If own class own line this is unnecessary.
- 4. Seek formal approval from Deputy; use approval form and submit letter to parents (see proforma), countersigned by Level 2.
- 5. Proof read and seen by principal if major excursion (i.e. Category C or D)
- 6. Finance office informed for collection of money.
- 7. Letters go to parents.
- 8. Make transport bookings - if not done already
- 9. Confirm venue bookings

## 1 Week before:

- Give list of students to:  
Roll office  
All Staff via email with subject heading "Excursion on <date> for <year group>"
- Give a copy of the permission note to the Front Office.
- Consent forms must be collected and money paid 1 week prior to the excursion. The excursion must be cancelled if insufficient interest or money has failed to arrive. Please inform Level 2 and Deputy Principal.
- Inform the Canteen.

## Day of Excursion

- Organising teacher to make arrangements for students not attending and who would normally be in your care. Inform Level 2 of plans and leave work. All teachers involved in the excursion are to leave suitable work for their classes.
- Teacher in charge must have all permission in their possession

## Guidelines for Excursion Approval

Excursions have important implications for students' progress in all curriculum areas because participation can lead to their absence from lessons. It is the duty of each student to catch up on missed work and to discuss the work missed with the class teacher. Excursions also frequently require the use of relief staff and can cause disruption to the school day. For these reasons, it is important that a balance is maintained between in school and out of school events and the number of excursions be monitored.

Excursion can be divided into three types

1. **Core Curriculum:** These are excursions that involve assessment as part of the excursion and are supported by the school with assistance from the student support fund in needed. Such excursions include: Fit for life, Drama productions, snorkelling sessions at local pool .
2. **Enrichment:** These excursions enhance student understanding of the topic and can be supported through the students support fund through discussion with Principal, Student Services, Year Advisors, Classroom Teacher and Parents. These excursions have no assessment component and include excursions such as: Outdoor Ed major trips, SOSE trip to Blue Mountains and KLA trips outside normal classes. They require 50% relief staffing recovery, and Student Services' Requirements.
3. **Value added:** These excursions are based on no curriculum or assessment but are seen as value valuable excursions by the school. Such excursions include Ski trips, Dance Fest ??, Wakikiri ??, Australian Business Week, Year 10 formal. They require 100% relief staffing recovery and Student Services' Requirements.

In a school year MHS will **fully support:**

- ✓ Class trips to local venues. These will enhance class work and will occur during normal class time, or normal class time and the recess and/or lunch break immediately before or after the class.
- ✓ Participation in 3 Zone carnivals and 3 ACT level carnivals (swimming, cross country, and athletics)
- ✓ Up to 8 sports selected for boys and girls at the system level. The teams to be supported will be made public to staff, students and parents at the start of the year. Dates will be published as soon as are known to the coordinator of the team.
- ✓ Students who may be withdrawn from class to do mediation training, or to attend proactive intervention programs.
- ✓ Year 10 Work Experience.
- ✓ School picnics on the last school day of Term 4 and a Year 10 picnic on the last day for Year 10.
- ✓ A Year 7 Camp.
- ✓ School promotional excursions (such as band at Floriarde)

In the school year, MHS will encourage the following activities, which require a **50% offset in relief teacher costs**:

- ✓ Outdoor Education trips away from school. As Outdoor Education is a semester course students participating may be involved in overnight activities, some at weekends. One may have a summer focus and the other may be a winter activity. Single day excursions can be included.
- ✓ Single day events across one or more KLAs. These events will have a cultural/sporting focus.
- ✓ KLA excursions out of normal class time requiring relief staffing.
- ✓ A major excursion. This will be seen as outside the normal education program, involve over 40 students and may involve fundraising to ease the cost of the excursion. Nominations for an excursion will be in writing to the Principal in the year prior to the excursion. This will occur in school holiday time and take students out of school for a maximum of 5 school days.
- ✓ An overseas excursion to enhance LOTE programs. A submission by the LOTE faculty will be presented to the Principal the year prior to the trip. If there is more than one excursion or exchange planned, it is assumed a student is only eligible for the trip to the country of their LOTE studies.
- ✓ A drama camp for the Performance Drama class of Year 10.
- ✓ A SOSE trip, possibly overnight, for each year group.
- ✓ A Band camp for all students who participate in one band program. An interstate band tour may occur.
- ✓ A Year 9 Leadership Training Program for 2 days, after formal assessment, at the end of the school year. This will emphasise personal development.