

EXCURSION & ACTIVITIES AT MELROSE HIGH SCHOOL

This procedure must be read in conjunction with

Excursions Policy

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1. Overview
	1. This procedure covers the steps taken by staff to implement an excursion as part of an educational program and replaces the 2013 Melrose High School *Excursion Policy*.
2. Rationale
	1. Melrose High School is committed to the provision of a broad education for students to support students to reach their full extent of their abilities and there is recognition that school is one place to learn, not the only place.
	2. Excursions and Activities should provide enriching experiences for all students in a variety of environments.
	3. Excursions must be planned in the context of the total educational programs of the school and be linked to the Australian Curriculum.
	4. Excursions are an important means of developing responsibility in students and fostering their personal and social capabilities.
3. Procedures
	1. Proposed dates are tabled at the Executive meeting by responsible School Leader C.
	2. Approved date is added to the School Calendar by Administration Team.
	3. Organising teacher(s) meets with Business & Faculties Manager to finalise costing.
	4. Organising teacher(s) completes Excursion Application Pack – costing, permission notes, Medical Consent form, staffing requirements, Risk Assessment and Management Plan and supporting documentation
	5. Responsible School Leader C reviews and endorses excursion and lodges Excursion Application Pack with School Leader B, Strategic Operations for approval.
	6. School Leader B reviews Excursion Application Pack and emails organising teacher(s), Executive Team, Finance Office and Staffing Officer of outcome and lodges Excursion Application pack with the Finance Office.
	7. Organising Teacher(s) provides Web Master with copy of permission note to be uploaded to school’s website and/or Learning Area Facebook page
	8. Organising teacher(s) creates student list on Sentral
	9. Administration Team collates all paperwork according Education Directorate Record management processes
4. Contact
	1. The School Leader B, Strategic Operations, Shannon Carnovale is responsible for this procedure.
	2. For support contact Melrose High School on (02) 6142 0700.
5. Complaints
	1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
* the Melrose High School Leader A, Simon Vaughan in the first instance;
* the Directorate’s Liaison Unit on (02) 6205 5429;
* online at <http://www.det.act.gov.au/contact_us>;
* see also the *Complaints Policy* on the Directorate’s website.
1. References
	1. **Definitions**
* Activity: an event that occurs within the school that takes them out of their regular class
* Australian Curriculum: educational content and skills that have been designed to teach students what it takes to be confident and creative individuals and become active and informed citizens. It sets the goal for what all students should learn as they progress through their school life.
* Business and Facilities Manager: supports the Principal and school Executive with the School Improvement Plan, Financial Management, Human Resources, Risk and Compliance Management.
* Excursion Application Pack: the required documentation:
	+ Quotes from providers, including transport
	+ Costing spreadsheet
	+ Melrose High school Permission note
	+ Education Directorate Medical Information & Consent Form
	+ Staffing requirements
	+ Education Directorate Risk Assessment & Management Plan
	+ Site Specific Risk Assessment & Management Plan(s) (where applicable)
	+ Volunteers documentation (where applicable)
* Excursion: is a school related activity by students, under the supervision of a teacher/s, directly related to the curriculum of the school. An excursion is a variation to normal activity and is not predominantly recreational
* Risk Assessment and Management Plan: provide organisers with the opportunity to consider and make preparations to ensure that every practical precaution has been taken to minimise the likelihood of injury, loss or disruption leading up to and during activities, events or excursions.
* Organising teacher(s):
* School Leader A: Principal
* School Leader B: Deputy Principal
* School Leader C: Executive Teacher of a Learning Area.
	1. **Related Policies and Documents**.
* Education Directorate Policies and Documents
	+ *Excursion Procedures*
	+ *Overseas Excursions Policy*
	+ *Overseas Excursions Manual*
	+ *Outdoor Adventure Activities Policy*
	+ *Outdoor Adventure Activities Procedures*
	+ *Outdoor Adventure Activities -Specific Mandatory Practices*
	+ *Physical Education and Sport Policy*
	+ *Physical Education and Sport Procedures*
	+ *Physical Education and Sport: Activity-Specific Mandatory Guidelines*
	+ *Swimming and Water Park Aquatic Activities Policy*
	+ *Swimming and Water Park Aquatic Activities Procedure* (Internal access only).
* Melrose High School Documents
	+ *Excursion and Activity Procedures* (Internal Document)
	+ *Excursion and Activity Guidelines* (Internal Document)