



College council will review this policy every three years or as directed by DET

Date approved: November 2017

Date of next review: 2020

RATIONALE

An excursion is defined as a school activity that takes place outside the College grounds. Excursions include part day, all day and overnight excursions, school camps and interstate visits by students of the College. Incursions take place within the College grounds.

Excursions / Incursions are an important part of the curriculum program at Doncaster Secondary College. They must have educational value, should provide valuable experiences by broadening and enriching classroom activities, and should support the educational philosophy of the College.

PURPOSE

Excursions / Incursion provide opportunities for practical applications or observations arising from classroom theory and foster interest in student studies.

IMPLEMENTATION

The following guidelines must be followed in conducting excursions:

1. Excursions / Incursions must be approved by the Principal and receive Council approval, where required.
2. Staff involved in the organisation of any excursion / incursion will follow all College and DET requirements and procedures and should ensure that disruption to the normal operation of the College is minimal.
3. Parental permission must be obtained prior to a student's participation in an excursion / incursion. Details giving time, date, venue, cost and purpose of the excursion / incursion, as well as other relevant information, must be conveyed to parents in time for them to make a decision about their child's participation. All families will be given at least two weeks to make payments and/or organise a payment plan for any excursion / incursion. Parents will be provided with permission forms and excursion / incursion information clearly stating the deadline for payment. (Also refer to the Excursion/Incursion Payment and Consent Policy) **If parental permission and payment is not received prior to payment closing date, the student will not participate in the excursion/incursion. Students not attending will be expected to participate in alternative educational activities at the College.**
4. The Principal has the right to refuse participation of any student whose documented behaviour could lead to disruption of the objectives of the excursion / incursion or undermine the health and safety of the participants.
5. All excursions/incursions are expected to be evaluated in terms of their education benefits.