

 <p><b>DONCASTER</b> SECONDARY COLLEGE</p>	<h2 style="color: #800040;">CAMPS EXCURSION INCURSION PAYMENT CONSENT POLICY</h2>
<p>This policy will be reviewed every 3 – 4 years <i>Consultation with College Council is not required</i></p>	<p><b>Date reviewed:</b> September 2023</p>
	<p><b>Date of next review:</b> 2026</p>

## RATIONALE

To ensure the effective financial and organisational management and planning of Excursions / Incursions and Camps.

Excursions / Incursions and Camps are seen as an integral part of the college curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. These activities complement, and are an important aspect of, the educational programs offered at the College.

An excursion which takes place in a single day is defined as any activity beyond the College grounds. Incursion takes place within the College grounds.

## PURPOSE

To ensure consent and payment is received well prior to the event, so that the following tasks can be finalised in a timely manner:

1. Staff / Student ratio correct;
2. Numbers and payment are finalised and confirmed with the venue;
3. Correct amount of buses / transport ordered;
4. Medical details checked and any equipment required assembled;
5. Work arranged for the students not attending;
6. Casual Relief Teachers hired to replace teachers attending the excursion; and
7. First Aid Information: if a student is anaphylactic, the student must bring their EpiPen from home on the day of the excursion.

## IMPLEMENTATION

The following guidelines must be followed in finalising payments for excursions:

1. Excursions must follow the relevant approval process where required.
2. Parental permission must be obtained prior to a student's participation in an excursion. Time, date venue cost and purpose of the excursion, 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 sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates.
3. Students whose payment or Payment Plan has not been finalised by the due date, **will not be able attend**. The reasoning behind this is noted under Purpose.

4. Events will appear on Compass 2 weeks prior to the date of the event.
5. Parents will be provided with the notice of an event via Compass and reminded via email.
6. Students will be reminded in class leading up to the event.
7. Should a student need to return early from a scheduled event any associated cost will be borne by the parent / guardian; this may include the cost of a staff member accompanying a student. College travel insurance may not cover these costs.  
*(see Camps Tours Excursions Refund & Student Retrieval Policy)*

#### **Payment Plans for those facing financial difficulties**

All efforts will be made not to exclude students due to financial reasons. Parents experiencing financial difficulty who wish for their child to attend an excursion, are invited to discuss developing a Payment Plan with the Business Manager as soon as possible. Decisions relating to this Payment Plan will be made by the Business Manager in consultation with the Principal, as required.