



## *Excursions and Carnivals at Illaroo Road Public School*

At Illaroo Road Public School, we look at different ways to enrich the education of our students. Excursions, incursions (visiting groups, special events at school and virtual excursions) and sporting carnivals provide opportunities for all of our students to engage in different experiences. This document aims to support parents to understand why we have excursions, what we ask of you and what the school staff will do to support your child to attend excursions.

More information of the Department of Education Excursion Policy and Implementation Procedures can be found at -

<https://education.nsw.gov.au/policy-library/policies/excursions-policy>

### **What is an excursion??**

An excursion/incursion/carnival should:

- Enrich children's experiences.
- Broaden children's concepts.
- Reinforce the achievement of outcomes.
- Provide opportunities for the development of appropriate skills
- Promote the development of self esteem.

Excursions are an important and integral part of the school curriculum and of teaching and learning programs.

An excursion is any learning experience external to the school site. It is initiated, organised and supervised by class teachers and approved by the principal. "Virtual excursions" using information and communication technologies should also be organized in line with the policy statements. Incursions include visiting performance groups and special activities that may require a payment or permission note.

An excursion may be a brief visit of less than an hour to a local point of interest or an extended journey occupying a number of days and requiring overnight accommodation.

### ***We ask all students to be responsible by:***

- Taking notes and information home regarding excursions and carnivals and give these to their parent/carer
- Listening to the teacher reminders and excursion/carnival information
- Asking for a new note from their teacher or the office if they cannot find their note, have lost it or did not receive one because they were away when it was given out.
- Respectfully reminding their parent/carer that they need to bring their note/money in by the due date

### ***We ask that all parents and carers:***

- Return notes and money by the due date so the excursion is correctly staffed and budgeted
- Payments can be made via cash, cheque, eftpos or via an online payment system called POP accessed through the school website under the tab "make a payment"
- Ask their child's teacher for clarification if they have any questions
- Look on the school website and online calendar if they can't find their child's note
- Contact the office if you need a new note
- Talk to your child about the excursion



- Seek support from the school if you are experiencing financial difficulty as a payment plan can always be arranged. This does need to be done prior to the consent return due date however, payment plans can extend beyond the excursion at the discretion of the principal.
- Have an understanding that parents/carers will not be contacted on the day of the excursion for verbal permission on the phone. As per Illaroo Road Public School's Excursion Implementation Procedures-

***Parents/carers will not be rung for verbal permission on the day of the excursion as consent must be in written form and be provided by the due date to ensure the excursion is correctly staffed and budgeted. As a general rule, students without a signed consent form from a parent or caregiver must not be permitted to participate in a school excursion. Exceptional circumstances as highlighted in 8.1.11 Excursions Implementation Policy Procedures does not include forgetting a note or a student or parent/caregiver stating they did not receive the information if the principal determines there has been sufficient communication and reminders given.***

- When transporting students to and from excursions ( and we thank you for your support in this ), provide the necessary documentation as outlined on excursion permission notes
- Be confident that every excursion, incursion or carnival is organised by teachers to support student learning and provide opportunities not available in a regular classroom setting.

***Illaroo Road Public School Staff will:***

- Send information home to parents/carers in a timely manner so there is an opportunity for parents and carers to plan, budget and return notes and money by the due date
- Ensure excursion information is placed on the school website so all parents and carers have access to the information
- Remind students when permission notes and money are due for excursions
- Teachers will collect notes and money in class and office staff are happy to take payment over the counter during opening hours 8:30am – 3:15 pm
- Teachers will contact parents/carers via seesaw, facebook, reminding students as a class or individually, make phonecalls or use other forms of communication when excursion closing dates are nearing to ensure parents/carers have an opportunity to return notes if they wish their child to attend
- If the student in their class does not attend an excursion for whatever reason, alternative work will be provided and the student will be directed to work in another class while the excursion is in progress

Our school Excursion Implementation Policy is available on the school website. Online payments can be made from June 2018 and more information regarding how these payments can be made will be available through school newsletters, on the school website and excursion notes given after this date.

*For more information, please contact the school Principal.*