

Kapinara Primary School

Educational Excursions Policy

This policy is developed from the Educational Excursions Policy and Guidelines adopted by the Education Department of Western Australia in January 1995. Education Department Policy is superior to and inclusive of the school policy.

1. An education excursion must have clear educational outcomes which take into account:
 - the learning program of the students and teaching program of the school;
 - the needs of the students;
 - and the resources of the school.
2. All educational excursions are to be submitted in writing to the principal prior to the excursion.
3. Parents must be given clear and comprehensive details in writing of all proposed educational excursions.
4. Written parental consent for each child must be obtained for all educational excursions.
5. Appropriate educational alternatives are to be provided for students whose parents/guardians do not approve their children's participation in an excursion.
6. All teachers participating in an excursion owe a duty of care to the participating students for the duration of the excursion.
7. Schools must ensure that all health and safety precautions are taken prior to and during the excursion.
8. When an activity requires a series of similar excursions (visits) e.g. interschool sport, it is appropriate to make one application to cover the series.

CHECK LIST FOR EDUCATIONAL EXCURSION

1. Complete an Educational Excursion application.
2. Prepare a note for parents including:
 - Anticipated Learning Outcomes.
 - Purpose of the excursion.
 - Nature of the activities.
 - Times, dates, location, itinerary.
 - Transport arrangements
 - Cost
 - Parent/Guardian consent

ENDORSEMENT

We, the undersigned, hereby certify that this document was ratified at the Kapinara School Council meeting of

KAPINARA SCHOOL COUNCIL CHAIR

KAPINARA SCHOOL PRINCIPAL

NAME _____

NAME _____