



West Byford Primary School

Excursion Policy and Guidelines

(Updated April 2019)

West Byford Primary School recognises excursions contribute to the development of student understandings, skills and attitudes. Excursions are an important means of providing opportunities for children to explore the wider community and extend the educational programs provided in the classroom.

Requirements

The Principal will only sign off on Excursions when the following completed documents are received, at least one week before the Excursion:

1. West Byford Primary School Excursion Planner. (mandatory)
 2. Checklist for Excursion Management Plan. (mandatory)
 3. Parent letter and Permission Form (copy). (mandatory)
 4. Confidential Declaration or WWCC for helpers. (mandatory)
- **Parental permission and payment for a student to attend an Excursion must be submitted no later than 3 days before the Excursion date; or the student will not attend the Excursion.**
 - Teachers to provide the Administration with a copy of the Excursion program along with a class list of students who will be attending the Excursion on the day. Details of class placement for students not attending the Excursion need to be left with the Administration.

Students' Behaviour

- Students who receive 3 behaviour notices recorded on SIS Behaviour, In-School Suspension or Out of School Suspension in the **current school term, before the Excursion**, will be ineligible to attend. Arrangements should be made to supervise these students while the Excursion is conducted.
- When an Excursion is held in the first two weeks of a term, the previous term's behaviour record will apply. Parents of these students should be informed in writing beforehand. These students should not be handed an Excursion letter.
- Always check with the Principal if you are unsure of a child's behaviour status.
- The Principal has the sole discretion to approve Year Six students who have contravened the Excursion Policy to attend the Graduation Ceremony and / or Graduation Lunch. Parents / carers must agree to collect these particular students from an external venue should standards of behaviour not be acceptable.