

# Wellington Christian School Policy

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## EXCURSION

RANGS Reference	3.6.2
Date of Last Review	March 2015
Board approval required	No
Owner	Principal

1. Wellington Christian School maintains a commitment to holistic, well rounded education. A variety of broad experiences is valuable and desirable to achieve this commitment. It is acknowledged that many educational experiences cannot be replicated in the school environment. The broader the experiences the greater opportunity for students to understand the world God has made and their place in it.
2. The relative geographic isolation and resultant limitations this places on opportunities for Wellington children strengthens our commitment to regular excursions.

Taking students away from the school site on regular routine activities involves extra work, cost and risk to students and staff. All excursion activity plans are to be structured to minimise risk as far as is practicable. Proper and documented planning, consultation, communication and authorisation measures are to be applied according to published excursion procedures. Risk management measures will be employed for every excursion as part of excursion planning and supervision. These measures will cover the areas of legal compliance, environment, supervision (quantities and competence), child protection, transport, activities and student behaviour.

3. Wellington Christian School is committed to inclusion in all activities, including excursions. Students with special needs/disabilities will be assessed with a view to participation in excursion activities. It may be necessary to provide additional support and/or a modified program for these students, and as far as is reasonable and practically achievable, this should be provided.
4. Students excluded for ongoing behavioural reasons will generally have received at least one warning involving notification of parents/carers to this effect before the excursion outlining the grounds for potential exclusion and giving specific targets for improvement. The Principal has discretion to exclude students at any stage who present a risk to safety.
5. Excursions are approved in the budget each year, and the cost of these is undertaken by the school. It is accepted that excursions are a cost shared by the school community.
6. In certain excursions that are major, high cost excursions, contributions may be sought from students. These are approved by the Principal and are intended to enhance commitment and involvement by students.
7. As excursions form part of the school curriculum and educational program, all students are expected to participate in all excursions planned for them as part of their coursework. Cases where participation in an excursion is considered by a parent to be unsuitable for their child should be discussed personally with the Principal. Exemptions will be granted, by the Principal, only when there are significant medical or personal circumstances which would result in harm to the student if

they attended. If exemption is not sought and granted in a timely manner, and parents simply withhold their child from the activity the full “per capita” cost of the excursion may be charged to the parent’s fee account, as the student’s non-attendance then represents a waste of the school’s communal resources.

8. From time to time, optional excursions may be planned and offered to students as a means of further enhancing the student’s total educational and life experience. These excursions may be arranged by the school on a “user pays” basis. The Principal must approve all proposals for these excursions, and may consult with the Board to determine their benefit and consistency with the school’s values and vision. The Principal also retains discretion and authority to approve or deny permission for any student to participate in these excursions. Grounds for consideration the Principal may exercise include, but are not limited to:

- concerns over possible poor behaviour arising from current or past behaviour issues;
- assessment of the impact that attendance of a particular student may have on the safety, well being and quality of learning of others attending the excursion;
- concerns over the school's ability to meet the needs of a particular student while on the excursion;
- the potential impact of participation on the student's overall school progress;
- matters of outstanding debt payable with regard to fees and charges due to the school at the time of, or prior to the excursion.

Related Policies & Procedures	Person Responsible
Excursion Procedure	Principal