



CROOKWELL HIGH SCHOOL

Prosper through Knowledge

Excursion and Incursion Process and Procedures

The Crookwell High School Excursion and Incursion Process and Procedures are underpinned by the NSW Department of Education Excursion Policy, policy number **PD-2004-0010-V08.0.3**. This policy sets out the requirements for local schools in conducting structured learning experiences which are conducted external to the school site.

Rationale

Excursions are an integral part of the Department of Education learning programs.

Crookwell High School prides itself on providing engaging and authentic learning experiences to our students that encourage them to reach their potential and develop them as lifelong learners. Events are organised that help to foster a sense of belonging to the school and contribute to a safe and equitable school community.

The Department of Education has clear expectations on the steps that must be taken to ensure the health, safety and wellbeing of students, staff and others when planning excursions. The Behaviour Code for students outlines the expectations for all students attending NSW public schools regarding behaviour, respect, safety, and engagement in learning experiences.

This document sets out the processes, procedures and requirements for staff organising a variation to routine (excursion or incursion) for students at Crookwell High School.

Responsibilities

Parents/Caregivers

Parents/caregivers are asked to support the excursion policy by:

- Supporting their child's attendance and participation at excursion and incursion activities. Student attendance on excursions is at the discretion of the Principal, and if necessary subject to Risk Assessment.
- Reading permission notes carefully.
- Ensuring all permission notes are completed accurately and that all medical information is provided for their child/ward.
- Paying for excursions/incursions by the due date and meeting due dates for permission notes, No permission or payment can be made after this date without prior arrangement.
- Students who do not have permission or have not paid before the due date (where required) will not be allowed to attend the excursion.
- If a student is unable to attend an excursion, a refund can be requested (except for non-refundable components) by providing documentation to support their non-attendance, such as a medical certificate.
- Students are required to travel on the transport provided by the school to attend the event.

Students

Students must ensure they adhere to the excursion policy by:

- Following the school and Department's Behaviour Code for students.
- Complying with teachers' requests when participating in activities.
- Upholding the reputation of the school in the wider community by behaving/acting appropriately.
- Participating to the best of their ability in all learning experiences.
- Wearing the school uniform with pride.
- Catching up on all work missed when attending an excursion and checking if assessment tasks are due.

Staff

Staff are responsible for the health, safety, and wellbeing of all students on excursions. They adhere to the excursion policy by:

- Following all Department policies and procedural documentation.
- Ensuring all mandatory training, including Child Protection, Anaphylaxis, E-emergency Care Training and Administer medication is complete and up to date (where required).
- Reporting any concerns to Senior Executive staff.
- Actively supervising students on all excursions and incursions.

Uniform – Excursions, incursions, and school representation

Full school uniform or sports uniform is to be worn at all times, as per the instructions on the excursion/incursion permission note notification. If students are not dressed appropriately for the excursion/incursion in either the full school uniform or full sport uniform, as per the permission note, the student may be prevented from participating in the excursion, sports visit, or any other representative event. On very rare occasions, students may not be required to wear the school uniform, this will be clearly stated on the permission note. In this instance students should not wear inappropriate clothing.

Student Assistance

Support is available from the school for those families experiencing financial hardship.

Parents/caregivers may request a Student Assistance Form from the Admin office.

Once this form is completed, please return it to the Business Manager.

nb: These applications will be considered on a case-by-case basis.

Monitoring and Review

All teachers are responsible for student health, safety and wellbeing and supporting the Crookwell High School Excursion and Incursion Procedures.

Excursion or incursion concerns must be referred to a Senior Executive member.

This document will be reviewed every 2 years.

Charging for travel on school vehicles – per student

▪ Local travel (in Crookwell)	No charge
▪ Goulburn	\$5
▪ Highlands	\$10
▪ Canberra/Yass	\$20
▪ South Coast	\$20

Fees may vary when the school needs to hire a vehicle from an external provider.