



EXCURSION POLICY

Provisions	<p>This policy:</p> <ul style="list-style-type: none">○ is endorsed by the College Executive○ is available on the school's website at: www.mscw.nsw.edu.au○ has been distributed to staff on the staff intranet○ was created in 2013○ was last reviewed in 2013
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Policy Statement

Excursions can play a vital part in the overall teaching and learning process by involving students in events and activities in contexts not available within the school context. All excursions require significant planning if they are to be conducted safely and successfully in a manner that maximises learning outcomes.

Guidelines

- When excursions, sporting carnivals, camps or retreats are organised by the College, students will be expected to participate as part of fulfilling the curriculum and pastoral requirements of the educational program.
- The College aims to keep the costs of these experiences to a minimum and no student should miss out as a result of financial hardship. Parents/carers are asked to contact the Business Manager to discuss this on a confidential case-by-case basis.
- When these experiences are arranged parents/ carers can expect due notice via the College Newsletter detailing the venue, dates, times, nature, cost, transport, requirements etc of the specific experience. This will be in the form of a Notification of Excursion Letter.
- Wherever possible excursions should be conducted within school hours, which allow students to access their normal transport to and from school.
- Normally students are to depart and return to the College as a group.
- Full school uniform, or sports uniform, is usually worn for excursions, except for retreats, camps and other over night excursions..

- This school fully considers the Work Health and Safety implications when taking students off the school site and any necessary details are included in the Notification of Excursion.
- This school will take all reasonable care in the event of a student suffering accident or illness. All students are covered by an Ambulance Fund, through Catholic Church Insurances, which provides full ambulance service from the school or the excursion site to the nearest Public Hospital.
- In any incident of accident or illness (either on excursion or at school) a parent/ carer, or if unavailable a nominated emergency contact, will be informed as soon as possible.
- The CEO provides accident insurance coverage, through CCI, to students for accidents that may occur during school time and on authorised school activities such as excursions, camps, retreats and work experience.
- All excursions are placed on the College Student Calendar once approval has been granted.
- Each course should generally only have ONE excursion or incursion per course year, unless mandated by the syllabus.
- All teachers participating in an excursion owe a duty of care to the participating students for the duration of the excursion.