

### **Purpose:**

Anula Primary School is dedicated to delivering meaningful and engaging learning experiences that are deeply connected to the curriculum. Our teaching and learning programs are enhanced by carefully selected excursions that directly complement classroom learning, allowing students to make real-world connections to their classroom work. These opportunities reinforce academic concepts and foster a deeper understanding and enthusiasm for learning.

### **Values:**

As a school community we value:

- Respect
- Doing your best
- Collaboration
- Honesty
- Responsibility

### **Outcomes for students:**

As a school community we aim to:

- foster lifelong learning in an environment that is nurturing, innovative and diverse
- embrace the diversity of our school and community and provide a high quality education that is student centred, collaborative and engaging

### **Outcomes for staff:**

As a school community we aim to:

- provide opportunities to enrich their teaching and learning programs through engaging in excursion experiences
- successfully and confidently create, manage and participate in excursion events connected to their learning programs
- create excursions that align with Anula Primary Schools and DoE's excursion policy and guidelines (see [www.education.nt.gov.au](http://www.education.nt.gov.au))

### **Outcomes for families:**

As a school community we aim to:

- provide safe, positive and supportive learning experiences that are enriched through participating in local excursions
- on invitation, provide opportunities for families to connect with their children learning through attending and participating in class excursions

### Rights and Responsibilities

#### Students have the RIGHT to:

- have opportunities to make connections between curriculum and community when they are available
- be safe and supported on excursions

#### Staff have the RIGHT to:

- be supported in creating and engaging in class excursions
- request support from families

#### Parents have the RIGHT to:

- withhold permission for their child to attend the excursion
- request to see the completed risk assessment for the excursion

#### Students have the RESPONSIBILITY to:

- take home permission notes to families in a timely manner
- behave in a way that reflects the Anula School values and expected behaviours at all times
- reflect on learning from excursion when back at school

#### Staff have the RESPONSIBILITY to:

- seek approval for and complete all excursion documentation correctly **3 weeks** before date of excursion.
- understand and be aware of excursion requirements, including all administration and medication requirements
- hold a current First Aid certificate
- maintain clear communication with staff including Leadership, maintenance officer, teacher, administration staff
- maintain clear communication and expectations with students
- maintain clear communication and expectations with families
- ensure correct ratio is always adhered to dependent of excursion type
- model the expectations of students and maintain consistency on excursion
- ensure any volunteers attending excursion hold a current Ochre Card and are listed in the Excursion paperwork

#### Families have the RESPONSIBILITY to:

- return permission notes and money to school by the date stated on the **green** permission note



# Anula Primary School

## EXCURSION POLICY

- ensure their child attends with all student requirements as stated on **green** permission note
- send any medications required inclusive of asthma or EpiPen
- follow the instruction of the teacher if attending excursion as an invited volunteer and ensure you hold a current Ochre Card

### EXCURSION CHECKLIST FOR TEACHERS

- Seek approval from Principal to attend excursion **3 weeks** before date of excursion
- Seek quotes for venue, bus etc. and confirm dates to make tentative bookings
- Confirm excursion approval with Assistant Principal with costings completed
- Share costings and any invoices with Business Manager and confirm all bookings
- Create folder and complete all online excursion paperwork inclusive of Excursion Application form, Parent Consent, Risk Assessment and Participation list **three weeks before** excursion ensuring correct staffing ratios 1:15. Aquatic/outdoor education activities require a different ratio (1:10) Please refer to Excursion Guidelines at [www.education.nt.gov.au](http://www.education.nt.gov.au) for further requirements (**Please include the excursion name in header of your documents**)
- Advise Assistant Principal paperwork is ready for approval. Assistant Principal will approve or advise of changes needed before forwarding to Principal for final approval
- Advise Assistant Principal if extra support or relief teacher is required
- Advise Front Office of excursion AND provide blank copy of excursion note
- Add your excursion to the Portal calendar
- Send out cover letter and parent consent forms at least **two weeks** prior to excursion
- Communicate to families of your excursion on Seesaw and send home hard copy notes.
- Check any medical needs of your students – medications, Asthma, allergies EpiPens and ensure you have all relevant paperwork and medications needed. Advise office staff of your excursion and to check the First Aid kit
- Log portal job for Maintenance Officer for eskies and water coolers 1 week prior to excursion
- Ensure all consent forms are completed
- Make contact with families who have not returned their permission notes or money

#### **Day prior to excursion**

- Finalise student excursion list and create split list and classwork for non-attending students
- Provide split list to office of those non-attenders with a copy of or notes of classwork
- Prepare excursion notes, medications and the allocated First Aid kit ready for excursion. Ensuring ALL sections of the consent forms have been completed and First Aid kit restocked.

#### **Day of excursion**

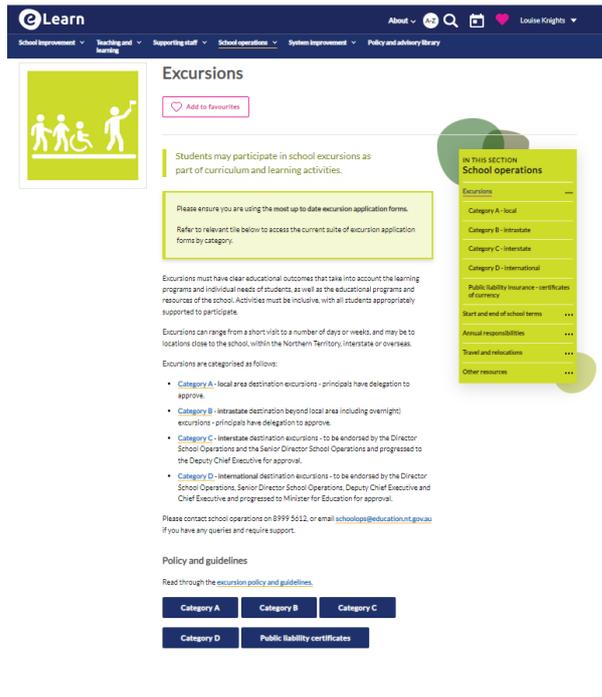
- Ensure students are dressed in full school uniform and have all student requirements as per permission notes
- Mark all students attending excursion as E on SAMS attendance roll before leaving the school
- Split non-attenders according to split list
- Notify the Front Office of departure and complete the Bus Transport Checklist
- Take First Aid Kit and all relevant medications
- Take copies of all consent forms on excursion

#### **After the excursion**

- Return First Aid Kit advising office staff of any contents used
- Scan and upload copies of the permission notes to your excursion folder on the L:Drive

### EXCURSION PAPERWORK PROCESS

- Log in to eLearn
- Select and complete appropriate excursion paperwork according to type of excursion. **Complete ALL sections.**
- Create folder for your excursion in L:\Administration\Excursions\2024
- Save all completed documents for your excursion in the created folder in L:Drive
- Send email to Assistant Principal for reading and signing with final approval to come from Principal
- Print excursion forms on green paper to send home
- Scan and save completed excursion permission notes in your excursion



The screenshot shows the eLearn website interface. At the top, there is a navigation bar with the 'eLearn' logo and various menu items like 'School improvement', 'Teaching and learning', 'Supporting staff', 'School operations', 'System improvement', and 'Policy and advisory library'. The user's name 'Louise Knights' is visible in the top right corner.

The main content area is titled 'Excursions' and includes a sub-heading 'Excursions' with an 'Add to favourites' button. Below this, there is a text box stating: 'Students may participate in school excursions as part of curriculum and learning activities.' A yellow callout box says: 'Please ensure you are using the most up to date excursion application forms. Refer to relevant file below to access the current suite of excursion application forms by category.'

The main text explains that excursions must have clear educational outcomes and that activities must be inclusive. It lists four categories of excursions:
 

- Category A** - local area destination excursions - principals have delegation to approve.
- Category B** - intrastate destination beyond local area including overnight excursions - principals have delegation to approve.
- Category C** - interstate destination excursions - to be endorsed by the Director School Operations and the Senior Director School Operations and progressed to the Deputy Chief Executive for approval.
- Category D** - international destination excursions - to be endorsed by the Director School Operations, Senior Director School Operations, Deputy Chief Executive and Chief Executive and progressed to Minister for Education for approval.

At the bottom, there is a 'Policy and guidelines' section with a link to read through the policy and guidelines, and buttons for 'Category A', 'Category B', 'Category C', 'Category D', and 'Public liability certificates'.

On the right side, there is a sidebar titled 'IN THIS SECTION School operations' with a list of links: 'Excursions', 'Category A - local', 'Category B - intrastate', 'Category C - interstate', 'Category D - international', 'Public liability insurance - certificates of currency', 'Start and end of school terms', 'Annual responsibilities', 'Travel and relocations', and 'Other resources'.