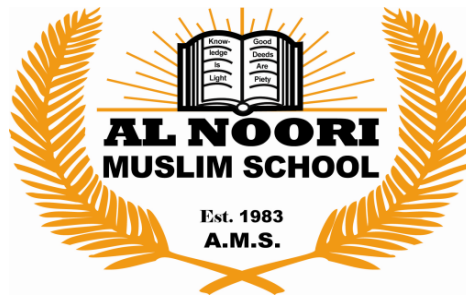


AL NOORI MUSLIM SCHOOL



# Excursion Policy

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Policies & Documents

**Year 2016**

## Table of Contents

Excursions .....	3
First Aid Requirements: .....	3
CHECKLIST A.....	4
Arranging the Excursion Checklist .....	4
Day before the Excursion .....	5
After The Excursion .....	6
Day of Excursion Checklist .....	7
Excursion details.....	8
Excursion Risk Assessment .....	11
Excursion Approval Form.....	12
Post-Excursion Evaluation .....	13

## Excursions

School\Class\Grade or Stage Excursions should always be an integral part of collaboratively programmed Key Learning Areas which provide valuable learning experiences for our students. The most successful excursions are those that are carefully planned and well organised where staff, students and parents are effectively informed of the proposed activity. The safety and welfare of all students is to be assured at all times.

The cost of excursions should be kept to an affordable level for our students. Keep this in mind when planning the excursion. To give time for students to pay – notes should be sent home at least **2 weeks prior to the designated date**.

NB: All payments must be received before the excursion. The last minute payment rush on the day of the excursion is too difficult for the staff to deal with.

No student will be permitted to join an outside activity without parent consent. Teachers who suspect a student who has a legitimate reason for not affording excursion cost should discuss this matter with their Supervisor.

### First Aid Requirements:

“..... ALL excursions will need a member of staff who has completed first aid training...”

To assist staff in organising excursions the following checklist is provided.

## CHECKLIST A

### Arranging the Excursion Checklist

1. Excursion activity planned during Stage Collaborative Planning Sessions
2. Discuss proposed excursion with Supervisors and identify organising teacher. OFFICE STAFF MAY BUT ARE NOT REQUIRED to take part in organising process. Excursions costs are to be discussed with the Accountant.
3. If excursion requires transport – check the cost of transport
4. Check entry fee of targeted venue
5. The following is a table is a sample excursion outlay based on the following sample data:

No of Students: 25

Cost of venue: \$10 per student

<b>Fees to include</b>	<b>Cost</b>
Transport fee	\$300
Venue fee <ul style="list-style-type: none"> <li>• No of students X Venue fee per student</li> <li>• 25 x 10</li> </ul>	\$250
Total Cost of Excursion <ul style="list-style-type: none"> <li>• Add bus fee + venue fee</li> </ul>	\$550
Cost per student Divide final amount by no of students attending <ul style="list-style-type: none"> <li>• 550 / 25</li> </ul>	\$9.50
<ul style="list-style-type: none"> <li>• Round up to the nearest dollar</li> </ul>	\$10.00

6.
  - a. Give details of excursion to principal for approval via excursion notification (e.g. Class name, Date, Venue, Bus Company, K.L.A) (See Appendix A)
  - b. Names of parents attending excursion
  - c. Excursion Notice, Appendix B (to be given to students 2 weeks prior to excursion)

## Day before the Excursion

1. Advise principal of names of parents attending (Be selective of parents attending – must be responsible and have realistic expectations of students).
2. Meeting with parent helpers (fill out the working with Children Check)
  - a. Give name of students
  - b. Outline their roles
  - c. Supervision at all times
  - d. Younger siblings are not to attend
  - e. Notify them of their responsibilities
3. Remind students to take
  - a. Hats (compulsory)
  - b. Sunscreen to apply
  - c. Puffers (Asthmatics)
  - d. Time
  - e. Conduct
4. Check
  - a. Bus confirmation
  - b. Venue confirmation
5. Parent Responsibilities
  - a. Small group supervision or 1-1 supervision
  - b. To remain with class teacher groups
  - c. Students will be accompanied to toilets by teaching staff

## After The Excursion

1. Written evaluation to be submitted by teachers to the principal outlining:
  - a. Any incidents
  - b. Feedback on:
  - c. The Service/Venue
  - d. Personal/Student incidents
  - e. Validity of the excursion to the theme
  - f. Other
2. Students who conduct themselves in an inappropriate manner to have excursion privileges removed – discuss with Deputy or Principal.
3. Students to recount the excursion to the school
4. In a newsletter – Report at Morning assembly
5. Display of photographs after the excursion

## Day of Excursion Checklist

1. Excursion Risk Assessment Form has been filled.
2. The Working with Children Form has been filled up from the volunteers.
3. Senior Teacher/Coordinator or Principal to remind students of conduct.
4. Students fixed with labels - children's name, school name.
5. First Aid, plastic bags (throwing up) and picnic mats/rugs for prayer.
6. Support Staff and parents must be given lists of groups.
7. Parent helpers are to remain close to teachers groups.
8. Check with administration staff to see if cheque is available or the school is to be invoiced.
9. Asthmatic students must take their puffers. Teachers to remind students a day before (provisions for such have also been made on the excursion slip).
10. Students who cannot conduct themselves in a proper fashion will jeopardise opportunities for future attendance on excursions.

## Excursion details

Organiser: \_\_\_\_\_ Class: \_\_\_\_\_

Targeted venue: \_\_\_\_\_ Date of excursion: \_\_\_\_\_

Bus company: \_\_\_\_\_ K.L.A: \_\_\_\_\_

Cost of entry: \_\_\_\_\_ Cost Bus Company: \_\_\_\_\_

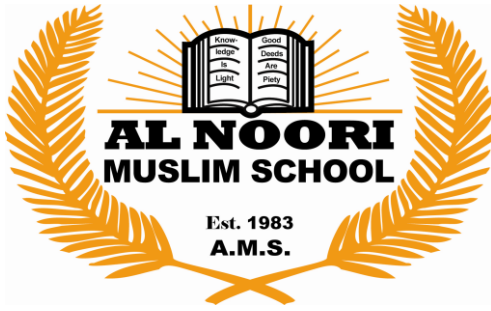
Number of students: \_\_\_\_\_ Cost per student: \_\_\_\_\_

Teachers Attending:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Parents Attending:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Aid to be taken by:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# Al Noori Muslim School

93 Greenacre Rd,  
Greenacre NSW 2190

Telephone 9790-5726  
Fax 9709-4122

Dear Parents/Caregiver,

**Assalamu 'alaikum wa rahmatullahi wa barakatuh**

Your son / daughter of class <insert class here> will have an incursion/ excursion for <insert kla here>.

Date:	
Travel/ Venue:	
Cost:	
Dress:	

Children are advised to bring their own lunch in plastic bags.

Sincerely

<insert teacher name>

Note: Please return the consent form with the money in an envelope and hand in to the class teacher.

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**Please cut and hand this section only to your class teacher**

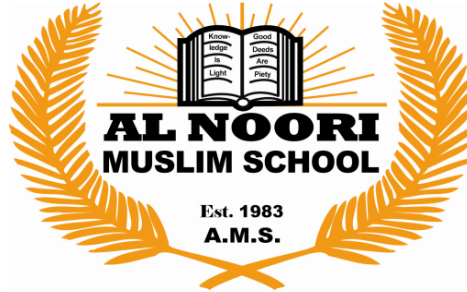
I hereby give permission for my child \_\_\_\_\_ of Year \_\_\_\_\_  
to attend <insert details here>. I understand the cost of this excursion to be <insert cost here>.

Does your child have any medical conditions that our staff will need to be aware of?    Yes     No

If yes, please advise of medical condition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_

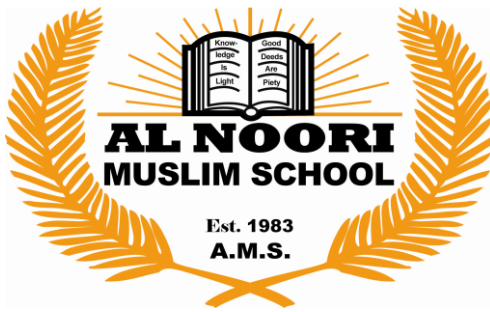


# Risk Assessment Proforma

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Policies & Documents

**Year 2016**



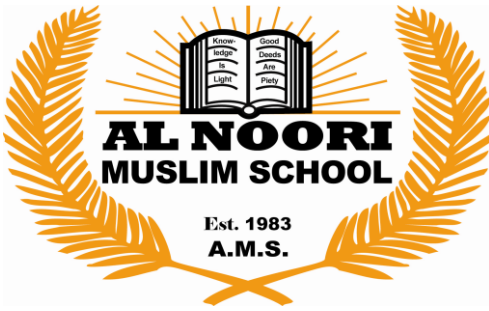
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## Excursion Risk Assessment

Date of excursion:		Location:	
Has venue assessment been completed		Yes <input type="checkbox"/>	No <input type="checkbox"/>
What action has been taken to minimise/ eliminate any foreseeable risks identified in the venue assessment:			
Details of students attending- Class, age, number, special requirements such as medications:			
Foreseeable risks associated with excursions- consider suitability for age/ fitness of students:			
Level of risks ( use matrix)			
How are these risks to be eliminated/ minimised?			
Staff attending:		Responsible person:	
Is staff ratio adequate?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Transport: Vehicle or Public Transport to be used:			
<b>Vehicle capacity:</b>	Seated Number: _____	Luggage capacity: _____	
Has driver's qualifications and child protection status been checked?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Communications: Do staff members have fully charged mobile phones?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Emergency "Back up" contact details			
First Aid Kit available		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any Special equipment required: (e.g., barbeques, picnic supplies, extra first aid supplies etc)			
Other relevant information:			



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## Excursion Approval Form

Name of child: \_\_\_\_\_  
Subject: \_\_\_\_\_  
Year: \_\_\_\_\_  
Proposed excursion: \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Location of venue: \_\_\_\_\_

Planned activities to be undertaken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Potential Risks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Control plans in place:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

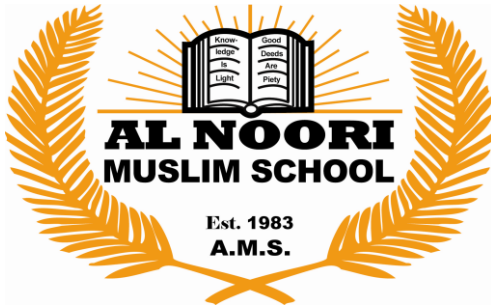
Parents Approval:

I, \_\_\_\_\_, Parent/ Guardian  
Name of Parent/Guardian of \_\_\_\_\_  
Name of Student

Give permission for my child to attend the above excursion and fully understand the potential risks associated with the excursion and agree the controls planned.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



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## Post-Excursion Evaluation

Venue: \_\_\_\_\_ Date of excursion: \_\_\_\_\_

What went well?
Learning objectives achieved?      Yes <input type="checkbox"/> No <input type="checkbox"/>
What potential risks were identified which were not planned for?
How were the above risks minimised?
Recommendations for future excursion to this venue:
Student/parent feedback:

Follow up action	Y	N
Venue Assessment Form/Data base requires updating		
Hazard Form to be completed		
Incident report to be completed		
Feedback to venue provided		

<b>Other relevant comments:</b> e.g. Cost etc.

Completed By: \_\_\_\_\_