

PARENT/GUARDIAN INFORMATION FORM

Information for Parents/Guardians about Incursion/Excursions

All incursions and excursions are designed to enrich the learning program of students by giving them alternate ways of learning and a broader perspective. Often, the learning in the classroom is enriched by first-hand experiences gained on an incursion or excursion. They stimulate interest and enhance the development of language and are valuable for the development of social skills

It is intended that incursions/excursions will be organised as an integral part of the school's programs throughout the year. It is therefore desirable that all students participate in them. There are classroom activities before and after incursions/excursions and if they are missed, much of the related classroom work is less meaningful to students.

It is important to note that incursions/excursions are generally organised by classroom teachers for their class based on the curriculum they are currently delivering. Sometimes, classrooms may work together and therefore plan incursions/excursions together. This does not mean that all students from that year level should expect to attend.

Payment:

Payment for incursions/excursions, including in-term swimming lessons, is requested at the beginning of the year. If you are experiencing financial hardship, please talk to the Manager of Corporate Services to arrange a payment plan. If no payment has received, your child may not be able to attend further incursions/excursions. We will however, make every attempt to contact you before this happens.

Communication:

All excursions require permission from a parent or guardian. A note will be sent home with the information regarding the excursion including date, time, cost, clothing and food requirements and travel arrangements as well as the permission slip which needs to be returned by the due date.

Incursion information will be sent either by a note or in the case of a whole school incursion by newsletter. Some incursions may require a permission note from parents which would be sent home with an explanatory note.

An incursion/excursion may conclude or be conducted outside regular school hours. In these instances particular attention will be given to the coordination of transport arrangements that enable students to return to their homes.

Safety:

The greatest possible care is always taken to ensure the safety of students and the success of each excursion. To ensure adequate supervision, additional staff and/or parents accompany the children when they leave the school. As a precautionary measure, we require information about each child's special health needs. We will use the information you provided us on the medical form you completed at the beginning of the year. However, if your child's health needs change, you will need to update this form.

If you have any concerns about a particular incursion/excursion, please contact the school.

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