



Incursions, Excursions & Camps Policy

Date: August 2022

Evaluation and Review: August 2024

Rationale:

Camps and excursions are a valuable addition to a student's educational program and are a means of using resources to enhance and enrich student learning. All students have opportunities to participate in a relevant incursion, excursion or camp, which enhances teaching and learning, and is aligned with the Australian Curriculum and International Baccalaureate (IB) Programme.

Aim:

The school aims to provide camp and excursion opportunities for students so that they may:

- Learn in and out of class/school situations
- Live and work in groups, outside of home and school environment
- Further develop social skills such as co-operation, tolerance, communication, to improve individual and group interactions
- Further develop their problem solving and life survival skills
- Interact with adults and other students to further develop their interpersonal skills and experiences
- Extend their understanding of their physical and cultural environment
- Form stronger relationships with peers and teachers

Implementation:

Responsibilities of Staff:

- Before any incursion, excursion or camp is undertaken, staff work in year level teams to plan appropriate learning activities to ensure all students have equivalent opportunities to participate. Teacher liaises with the Student Wellbeing Leader ahead of time to allow for the preparation of any additional student support.
- Teachers should build into their teaching program a lead-up to incursions, excursions and camps, and undertake follow-up teaching in line with the Australian Curriculum and International Baccalaureate Programme.
- The teacher in charge completes an Application to Conduct an Excursion, with an Excursion Risk Management Plan. Teachers obtain quotes e.g. transport and activity costs. Teachers ensure that the excursion site or camp meets acceptable safety standards, and complete contingency plans and student/site risk assessments at the planning stage (DfE Camps and Excursions Guidelines).
- Business Manager will confirm quotes, book transport, pay deposits and determine costs per student.
- Principal/Deputy Principal checks that all planned excursions comply with regulations before approval is given. The program needs to be balanced, inclusive and suitable for the age group, and be aligned with the teaching and learning aims.
- Teachers organise permission slips for parents/carers via Edsmart email, allowing sufficient time for response and payment (Social Justice funding may be available to families in need, at the

discretion of the Principal). Teachers must receive written permission (Edsmart response) from parents before engaging students in an incursion/excursion/camp.

- Business Manager checks payments are received no less than 1 week prior to the event. Students who do not attend the event are required to attend school and will be placed in other classrooms with appropriate school work.
- On the day of the activity, teachers collect all medical information, medication and first aid provisions from the front office.
- Swimming/Aquatics excursions require a Water Safety Consent Form for each student.

Responsibilities of Students:

- Participate in class planning for the incursion/excursion/camp.
- Follow the directions of teachers and parent volunteer helpers.
- Adhere to the school behaviour policy and follow classroom essential agreements.
- Act respectfully and responsibly with other students and adults.
- Care for their own belongings and other people's property and rights.
- Provide feedback on the incursion/ excursion/ camp.
- Undertake a review of the incursion/ excursion/camp and note areas for improvement/feedback.
- Write/illustrate a short report for inclusion in SeeSaw and/or school newsletter.

Responsibilities of Parents/Carers:

- Support the school's program by encouraging their child's participation in incursions/ excursions/camps.
- Notify the school if the cost of an incursion/excursion/camp is of concern.
- Indicate their interest to assist with excursion/camp via email. Parent volunteers may require a Working With Children Check (WWCC) and Responding to Risks of Harm, Abuse and Neglect, Education and Care (RRHAN-EC) training.
- Provide full medical information, health care plans and any required medication including information about food and environmental allergies.

Excursions

It is recommended that there will be a maximum of four excursions/incursions per class per year. All excursions/incursions are to be displayed on the SENTRAL calendar. Consideration should be given to whole school events when planning incursions. The number of excursions in any one year will vary among classes, and will depend upon the teacher's evaluation of the students' needs, and requirements of the curriculum.

Camps

It is desirable that students have an opportunity for a camp experience in years 4 and 6. It is desirable for class teachers to take their own class to camp with parent volunteers and/or SSOs.

Whole School Annual Events

Term 1 – Acquaintance Night, Harmony Day, Swimming Carnival

Term 2 - Reconciliation Week, Musical

Term 3 - Winter Concert, Book Week, Science Week, R-5 Water Safety - Swimming

Term 4 - Remembrance Day, Sports Day, Physical Education Week

End of Year Celebrations – Concert/Picnic

RPPS Sample Scope and Sequence of Excursions and Incursions Linked to Units of Inquiry

Early Years – Reception to Year 2

Reception - Incursions/Excursions	Linked to Inquiry unit	AC links	Term
Local exc - Walk to local Kindy	Who we are		1
Inc - Toy Museum	Where we are in place and time	HASS	2
Inc - Visiting Artist with Workshop	How we express ourselves	Visual Arts	3
Exc - Adelaide Zoo and workshop	Sharing the planet	Science	4

Year 1 - Incursions/Excursions	Linked to inquiry unit	AC links	Term
Inc - Yoga	Who We Are	Health	1
Exc - Migration museum	Where We Are in Place and Time	HASS	2
Exc - Hahndorf Farm/Wetlands or Urrbrae (Wetlands preferred)	Sharing the Planet	Science (Biological)	3
Inc – Artist/Exc - Production at Festival Theatre/Exc - Art Gallery	How We Express Ourselves	Visual Arts	4

Year 2 - Incursions/Excursions	Linked to inquiry unit	AC links	Term
Local history walk	Where We Are in Place and Time	HASS	1
Inc - Madame Bee - Life Cycles Japanese Inc - Taiko Drumming or Puppets	How the World Works Sharing the Planet	Science Japanese	2
Inc - Indigenous Art Gallery visiting artist and painting	How We Express Ourselves	HASS/Arts	3
Exc - Bonython Park playground - push and pull	How We Organise Ourselves	Science	4

RPPS Sample Scope and Sequence of Excursions and Incursions Linked to Units of Inquiry

Primary Years – Year 3 to Year 6

Year 3 - Incursions/Excursions	Linked to inquiry unit	AC links	Term
Exc - Maritime Museum	Where We Are in Place and Time	HASS	1
Inc - Animals Anonymous	Sharing the Planet	Science	2
Inc - SciWorld	How the World Works Growth and Development	Science (Forces)	3
Exc - Living Kurna Cultural Centre (weaving workshop)	How We Express Ourselves	HASS/Arts	4

Year 4 - Incursions/Excursions	Linked to inquiry unit	AC links	Term
Exc - Maritime Museum	Where We Are in Place and Time	HASS	1
Exc - Zoo Visit	Sharing the Planet	Science	2
Inc - SciWorld	How the World Works Growth and Development	Science (Forces)	3
Exc - Living Kurna Cultural Centre (weaving workshop)	How We Express Ourselves	HASS/Arts	4

Year 5 - Incursions/Excursions	Linked to inquiry unit	AC links	Term
Exc - Ayers House	Where We Are in Place and Time	History	1
Exc - Zoo Botanic Gardens	Sharing the Planet	Science	2
Inc - Indigenous Artist/s Inc - SciWorld - Light Inc - Kidz Biz - Growth & Development	How We Express Ourselves How the World Works Child Protection Curriculum Stand-alone	The Arts Science Health	3
Exc - Christie Walk	How We Organise Ourselves	HASS	4

Year 6 - Incursions/Excursions	Linked to inquiry unit	AC links	Term
Inc - RAA Road Safety Exc - Woodhouse Exc - Aquatics Exc - Government/Parliament House	Who We Are Who We Are Stand-alone Where We Are	Child Protection Curriculum/ Health and PE	1
Local walk Victoria Park, Botanical Gardens Exc - Monarto Zoo	Sharing the Planet	HASS	2
Inc - In search of safety (Red Cross)	How we Organise Ourselves	HAAS	3