



# KENT PARK PRIMARY SCHOOL EXCURSIONS/INCURSIONS POLICY

## RATIONALE

Excursions and Incursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions and incursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

## AIMS

- To reinforce, complement and extend the learning opportunities within and beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

## GUIDELINES FOR ACTION

- All excursions and incursions **must** be approved by the Principal.
- Staff wishing to organize an excursion or incursion **must** complete an excursion/incursion proposal form and lodge this for approval. All excursions and incursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal and Assistant Principal will consider the educational outcome of the excursion/incursion as well as the impact on the school for the proposed date.
- The Principal and Assistant Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Administration Office. The Office Administrator will complete the 'Notification of School Activity' three weeks prior to the excursion departure date, and **ensure relevant details are entered on the daily planner and weekly newsletter.**
- School Council is responsible for the approval of:
  - Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- The Principal and Assistant Principal are responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.



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### EXPECTATIONS

The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

The **Office Administrator** will ensure that full records are maintained regarding the camp/excursion.

The Principal and Assistant Principal will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.

Prior to conducting a camp or excursion, the approval of the School Council or the Principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

The emergency management process of the school will extend to and incorporate all camps and excursions.

All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

### PROGRAM

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

The Principal and Assistant Principal will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, the formal approval of the School Council and Principal will be obtained. In approving a camp, excursion or incursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff



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- the experience and competence of external provider relevant to the activities being undertaken to include Working with Children Checks
- the adequacy of the student supervision at all times, **to include teacher supervision during all incursions**
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Students not attending a camp or excursion/incursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

### **Arrangements for payments for Excursions and Incursions**

- All efforts will be made not to exclude students simply for financial reasons. Parents/carers/guardians experiencing financial difficulty, who wish for their children to attend an excursion or incursion, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal/Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions and incursions. Excursion/incursion details and costs will be presented to School Council as part of the monthly finance and fundraising report prepared by the Business Manager. Parents/ guardians will be provided with permission forms and excursion/incursion information clearly stating payment finalization dates. Children whose payment have not been finalized **at least 24 hours prior to the departure date** will not be allowed to attend unless alternative payment arrangements have been organized with the Principal/Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents/guardians and will provide organizing teachers with detailed records on a regular basis.

### **Teacher Responsibilities:**

- A designated "Teacher in Charge" will coordinate each excursion and incursion.
- The Teacher in Charge must provide the General Office with a final student list.
- In the case where an excursion or incursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion or incursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion or incursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times. **DISPLAN Badge information must be checked by the teacher one week** prior to the event and then **taken on all camps and excursions**.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.



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- Parents/carers/guardians may be invited to assist in the delivery of excursions or incursions.
- Students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions and incursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the teacher. Both the parent/carer/guardian and the student will be informed of this decision prior to the excursion or incursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Well Being and Student Management policies. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the Principal and Assistant Principal, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers/guardians may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers/guardians

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the Principal and/or Assistant Principal may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.**

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

### **LINKS AND APPENDICES (including processes related to this policy)**

The Key Links which are connected with this policy are sourced through : [DET Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Camps and Excursions Application Pro-forma (3 pages)
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Environment and General Risk Assessment

### **EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

<b>Date Implemented</b>	2014
<b>Author</b>	DET/Principal/Assistant Principal
<b>Approved By</b>	School Council
<b>Approval Authority</b>	<i>Josef Bortignon</i> <i>Alison Macauley</i>
<b>Date Reviewed</b>	June 2016
<b>Date Ratified</b>	July 11 <sup>th</sup> , 2016
<b>Responsible for Review</b>	Principal/Assistant Principal
<b>Review Date</b>	June 2019



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<b>References</b>	<u>DET Excursion Policy</u>
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<p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face          1:10 Others          2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting  <b>NOTE:</b> No student on any element unless supervised</p>
<p><b>Base Camping</b></p> <p>1:10 Residential; canvas          1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training          1:4 Diving, 2 buddy systems  <b>NOTE:</b> 2 qualified staff</p>
<p><b>Board Sailing</b></p> <p>1:3 Beginners          1:5 Novice; intermediate; advanced          2 Experienced sailors</p>	<p><b>Shooting</b></p> <p>1:1 New or inexperienced          1:5 On the track or mound          1:15 Observers or waiting</p>
<p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters          1:6 Open Waters          1:4 Open Waters, Adverse</p>	<p><b>Snorkeling</b></p> <p>1:8 Closed water: pool          1:4 Open water  <b>NOTE:</b> 2 qualified staff</p>
<p><b>Bushwalking</b></p> <p>1:5 Overnight          1:10 Day</p>	<p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight          1:10 Alpine, Nordic – day          1:10 Non-skiing</p>
<p><b>Canoeing</b></p> <p>1:6          2 Staff members</p>	<p><b>Surf Activities</b></p> <p>1:10 Beach          1:8 Surf  <b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE 1</b> teacher/ instructor on beach</p>
<p><b>Cycling</b></p> <p>1:10</p>	<p><b>Swimming</b></p> <p>1:20 Enclosed pools          1:10 Open water</p>
<p><b>Horse Riding</b></p> <p>1:1 Basics          1:5 Beginners          1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor          2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together          2 People in boat – driver and observer; one must be staff member</p>
<p><b>Orienteering</b></p> <p>1:10 Bush</p>	



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## APPROVAL APPLICATION

To be submitted to School Council or the school for approval as required by DET.

EXCURSION: .....

DATE/S: .....

DESTINATION / DETAILS:

.....

.....

NUMBER OF STUDENTS: .....

PURPOSE OF EXCURSION:

.....

.....

ORGANISING STAFF MEMBER: .....

STAFF PROPOSED: .....

ARE ANY EXCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST: .....

IF NOT AHS STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION:

.....

.....

Signed:

Date:



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Teachers wishing to conduct excursions are required to provide the following information so that their application may be considered. This must be done AT LEAST ONE MONTH before the date of the proposed excursion.

## STEP 1

- Daily diary clearance obtained
- Application approval & signed off in daily diary

Signed: \_\_\_\_\_  
 Signed: \_\_\_\_\_

## STEP 2

(When Step 1 completed this form must be submitted to Business Manager 3 weeks prior to excursion)

### EXCURSION DETAILS

Date of Excursion: \_\_\_\_\_ Excursion to: \_\_\_\_\_

Teacher in charge: \_\_\_\_\_ Domain: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Estimated time of return: \_\_\_\_\_

Number of students attending: \_\_\_\_\_ Staff required : \_\_\_\_\_

## STEP 3

### ESTIMATE OF COSTS

	A	B	C
ITEMS	TOTAL COST (including GST)		GST (A $\times$ 11) COST (excluding GST) (A – B)
Accommodation			
Transport / Bus			
Food			
Admissions			
Equipment Hire			
Other (detail)			
TOTAL			

From the above table  
Total cost of all items excluding GST:- (C) \$ \_\_\_\_\_

GST (food only): (B) \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Number of Students attending: \_\_\_\_\_ \$ \_\_\_\_\_

FINAL COST PER STUDENT: \$ \_\_\_\_\_

(To be determined in conjunction with Business Manager)  
Will a cheque be required on the day of the excursion?

YES / NO

- If YES Order form must be completed for costs related to excursion.



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Bus Company to be used \_\_\_\_\_

## STEP 4

LIST OF PROPOSED PARTICIPANTS MUST ACCOMPANY THIS FORM

- List of participants submitted
- ALL permission forms to be generated from the school Office

## STEP 5

NOTIFICATIONS

- A list of participating students will be placed on the noticeboard in the Staffroom and on the intranet
- Canteen must be notified
- COMPLETE 'NOTIFICATION OF SCHOOL ACTIVITY' FORM as attached

Checked / Approved by Business Manager YES [  ] Signature: \_\_\_\_\_

## STEP 6

(ONLY NECESSARY IF DEPARTMENTAL APPROVAL REQUIRED)

Camps/excursions that require Departmental Approval:-

- Overnight, weekend, interstate, overseas
- Adventure activities
- Non-adventure activities which, by their nature, location or timing, may be hazardous

School Council approval is required for all Step 6 activities

NOTE: If participant numbers are not adequate (payment & permission forms) no less than five school days from activity / excursion, Administration reserves the right to cancel the activity / excursion.

OFFICE USE:

Fee Code: \_\_\_\_\_ Charge: \_\_\_\_\_

INFORMATION REQUIRED TO GENERATE PERMISSION SLIPS

EXCURSION:

VENUE:

TEACHER IN CHARGE:



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TRANSPORT METHOD:

DETAILS OF EXCURSION:

SPECIAL NEEDS: (eg Drink bottle, towel, sun hat)



**Emergency & Security Management**  
Locked Bag One  
Black Rock 3193  
Phone: 03 9589 6266  
Fax: 03 9589 0296  
Email: [esm@edumail.vic.gov.au](mailto:esm@edumail.vic.gov.au)

## NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Fax the completed proforma to (03) 9589 0543 three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
  - country schools - beyond the local town/city
  - rural schools - beyond the local area
  - metropolitan schools - beyond the greater metropolitan area

SCHOOL NAME AND NUMBER:

Number:

School Name:

TYPE OF ACTIVITY:

(CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)

DATE OF ACTIVITY:

(SEE NOTES)

Commencing:

Concluding:

NAME OF VENUE:

PHYSICAL ADDRESS OF VENUE  
& POST CODE:

Postcode:

EMERGENCY TELEPHONE NUMBERS: Mobile with group:

Venue:

IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE?

Yes: No:

Map reference:

TOTAL NUMBERS:

Students:

Teachers:

NAME OF PERSON IN CHARGE:



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SIGNATURE OF PRINCIPAL:

ENTER ONLINE (SAL Activities Notification Form)

**THE EMERGENCY AND SECURITY MANAGEMENT UNIT assists schools to plan for and manage emergencies and security related incidents.**

**All services provided by ESMU are available 24 hours a day, seven days a week throughout the year. The hotline number is (03) 9589 6266.**

## Excursion Risk Management Assessment Form

### Section 1 –Environment Emergency Management Assessment

Venue Assessed \_\_\_\_\_ for month of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul>	<ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul>
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<b>Likelihood</b>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<b>Impact</b>					

Environmental Emergency	Event	Risk Management Strategies
<b>Very high or high likelihood / very high or high impact</b>		
<b>Very high, High and moderate likelihood /Very high, high or moderate impact</b>		



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<b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>		

## Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher(s):
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		



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<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		
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**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.



**Incursion Risk Assessment Form**

**Duty of care resides with teachers for the period of the event:**

- Presenter/s-contractor/s has/have WWWC
- Activity complies with External Providers Policy guidelines \_\_\_\_\_

This form is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.



Confidential Medical Information for School Council Approved Excursions

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. This medical form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Excursion/program name: Teacher to fill this in
Date(s): Teacher to fill this in

Student's full name:

Student's address:
Postcode:

Date of birth: Year level:

Parent/guardian's full name:

Name of person to contact in an emergency (if different from the parent/guardian):
Emergency telephone numbers: After hours Business hours

Name of family doctor:
Address of family doctor:

Medicare number:

Medical/hospital insurance fund: Member number:

Ambulance subscriber? Yes No If yes, ambulance number:

Is this the first time your child has been away from home? Yes No

Please tick if your child suffers any of the following:

- Asthma (if ticked complete Asthma Management Plan) Bed wetting Blackouts
Diabetes Dizzy spells Heart condition Migraine
Sleepwalking Travel sickness Fits of any type

Other:

Swimming ability

Please tick the distance your child can swim comfortably.

- Cannot swim (0m) Weak swimmer (<50m) Fair swimmer (50-100m)
Competent swimmer (100-200m) Strong (200m+)



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## Allergies

Please tick if your child is allergic to any of the following:

Penicillin  Other Drugs: \_\_\_\_\_

Foods: \_\_\_\_\_

Other allergies: \_\_\_\_\_

What special care is recommended for these allergies? \_\_\_\_\_

\_\_\_\_\_

Year of last tetanus immunisation: \_\_\_\_\_  
(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

## Medication

Is your child taking any medicine(s)?  Yes  No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

\_\_\_\_\_

\_\_\_\_\_

All medication must be given to the teacher-in-charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

## Medical consent

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

<p>Signature of parent/guardian (named above) _____</p> <p>Date: _____</p>
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The Department of Education and Training requires this consent to be signed for all students who attend government school excursions that are approved by the school council.

**Note:** You should receive detailed information about the excursion/program prior to your child's participation and a Parent Consent form. If you have further questions, contact the school before the program starts.