



# Curtin Primary School



**Curtin Primary School is an inclusive, innovative and supportive learning community that fosters lifelong opportunities, success and a love of learning for every individual in our school.**

## Excursions and Incursion Procedures

Excursions and incursions are useful tools to enrich the learning program. They are a valuable part of the program that should be used to expose preschool children to experiences that children might not otherwise have the opportunity to experience, or to build on a current area of exploration.

Excursion: preschool children and educators leave the preschool

Incursion: specialists or programs are brought to the preschool for a performance, display or experience.

When excursions/incursions are organised, there is a clear procedure to follow.

1. Consult the preschool team leader to gain in principle approval for the excursion'/incursion.
2. Conduct a risk assessment for the excursion/incursion and discuss with Preschool Team Leader.
3. In the risk assessment consider allergies, inclusion for all students.
4. Team Leader or Principal approves or declines the excursion/incursion.
5. Educator makes booking with the excursion/incursion venue/provider.
6. Educator completes the *Excursion Planning Checklist*. (number of children/staff, extra staff required, ratio of adults to children)
7. *Excursion Planning Checklist* given to Business Manager, who arranges transport and costings for excursion/incursion. Please consider cost to families at this point. If you are concerned about the ability of individual students to afford the excursion, please see the principal regarding School Equity funding.
8. Draft permission note using master permission note, including banking/ledger details from Business Manager.
9. Send to Preschool Team Leader for approval.
10. Distribute to families giving at least 3 weeks' notice for payment.
11. Inform school office of excursion/incursion name, date and times for inclusion in School Calendars.
12. Collect permission notes. Keep a class list of responses.
13. Send unopened cash payments to the school front office with the lunch release staff each day. No money is to be left in the preschool overnight.
14. Follow up non returns several preschool days ahead of excursion. Please call any parents who still need to give permission and see principal about payment.
15. Hand out receipts of cash payments.

On the day of excursion:

- Ensure the First Aid Kit is ready. Take asthma and allergy medication for specific students as required.
- Take the permission notes with you on the excursion, containing contact details for each child attending.
- Ensure that at least one educator has a mobile phone with you, and give that contact number to the Front Office

Following the excursion/incursion

- File the permission notes, Risk Assessment, Copy of the Excursion Planning checklist