

BETHLEHEM COLLEGE'S EXCURSIONS/FIELD WORK POLICY— GUIDELINES FOR THE ORGANISATION AND CONDUCT OF OVERNIGHT CAMPS AND RETREATS

Philosophy:

Excursions are integral to the curriculum in many subjects. They provide opportunities for knowledge, skills and values-attitudes development to extend and enhance school-based experiences. In many subjects excursions are prescribed by the Board of Studies and are required for satisfactory completion of a course of study.

Excursions are encouraged when they:

- Enrich students' learning and extend their knowledge
- Illustrate concepts and deepen understanding
- Develop students' skills
- Provide an inquiry-based or problem-solving approach to a unit of work
- Application to conduct an excursion must be submitted to the Assistant Principal preferably in Term 4 for the following year.
- Approved excursions will be recorded on Myinternet and in the School Calendar.
- Those experiences which transpire during the course of the year and for which more precise timing is difficult (eg theatre productions for Drama and English) must still have received an approval in principle previously. Final dates must then be furnished by the beginning of the designated term.
- Excursions should not be planned for an Activities/MCC afternoon. Approval in such cases will only be given in very exceptional circumstances.
- Parents need to be notified of the planned excursion as early as possible and at least three weeks prior to the date of the excursion. All details pertaining to the organisation of the excursion should be provided for parents on the College's standard proforma for Field Studies and Excursions. **It is most important to advise parents on this proforma if the excursion is being funded out of the core service fee.**
- A permission note signed by a parent or guardian must be obtained from each student prior to the commencement of the excursion. Organising teachers must inform their Co-ordinator if a student fails to bring in her permission note. Students who do not bring in their excursion note will normally be excluded from the excursion. The Studies Co-ordinator or organising teacher will need to inform the Administration Co-ordinator of the arrangements that have been made for students excluded from the excursion.
- If a parent refuses permission for his/her daughter to attend an excursion, liaison with the parent, the Studies Co-ordinator and/or Year Co-ordinator may be required.
- Once the excursion has been approved, specific organisational details of the excursion (attending teachers, departure and return times, transport details, contact phone numbers for venues etc) must be entered on the blue excursion form and submitted to the Administration Co-ordinator at least five working days prior to the excursion date.
- Attending teachers should complete the green class work advisory sheet for any missed classes, even when the work details have already been given to students at the previous class.

- Students are to leave via the College and return via the College. Exceptions need to be authorised by the Assistant Principal.
- Full school uniform normally should be worn or students will not be permitted to attend the excursion. Exceptions need to be authorised by the Assistant Principal. Students are to wear the winter tunic, not the winter slacks, in Terms 2 and 3.
- The canteen must be advised of the excursion at least a week in advance.
- Where fractional excursions (ie not the full Year group) are involved, the organising teacher needs to post a list of participating students on the whiteboard in the Common Room for the information of other staff.
- Attending teachers should take the College mobile phone to organise assistance should any unforeseen circumstances arise or to facilitate contact if the College needs to make this.
- Where the costs of an excursion are not covered by the core service fee, the organising teacher must ensure that all students have paid at least three working days prior to the date of the excursion. A cheque will only be issued for the amount collected prior to the excursion. The Bursar must be given at least two working days notice to draw the cheque.
- Attending teachers should take a First Aid Kit, available from the General Office, when an excursion is to take place in an area where first aid is not readily available.

Guidelines:

Excursions will be approved on the basis of congruence with the above principle; meeting Board prescribed regulation; and consistency with the following guidelines:

- Excursions should be carefully planned and be a recognised part of the teaching program for the unit of work being studied. This implies appropriate planning and discussion before and after the excursions to maximise learning for all participants.
- Excursions should be planned so that there is the minimum possible disruption to other teaching areas. It is the students' responsibility to catch up on work missed in other classes and this should be emphasised to students.
- Excursions should be planned so that adequate supervision of students is provided. The determination of what constitutes 'adequate supervision' will be made according to consideration of the nature of the excursion; the number of students; the degree of responsibility of the group; and the age of the students.
- Excursion-free periods may be designated at appropriate times during the year. These will be negotiated by Studies Co-ordinators, Year Co-ordinators and the Leadership Team.
- Excursions should be planned with costs kept to a minimum. The College has a responsibility to parents and students to be mindful of costs incurred at all times.
- Excursions should be regularly evaluated by students and staff to ensure they are assisting in meeting course and learning outcomes.