



# Montague School

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## Excursions and Incursions Policy

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### Rationale

Montague School excursions program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our School

### Aim

- To reinforce, complement and extend learning opportunities 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.

### Implementation

- An excursion is defined as any activity beyond the school grounds.
- An incursion is defined as an activity brought into the School that would not be part of the normal day to day program.
- The School Leadership Team will ensure that all excursions and incursions are maintained at a reasonable and affordable cost and comply with all DET requirements.
- All endeavours will be made not to exclude students simply for financial reasons.
- A designated Teacher-in-Charge will coordinate each excursion or incursion
- The Teacher-in-Charge of the excursion will ensure that:
  - The Application for excursion form is filled out appropriately
  - That all of the transport arrangements and excursion activities comply with DET guidelines.
  - Appropriate arrangements have been made for students not attending the excursion or incursion.
  - A member of staff can be contacted by mobile phone at all times during the excursion.
- The School will provide a first-aid kit for all excursions.
- Copies of completed Permission forms, and signed 'Confidential Medical Information' forms must be carried by excursion staff at all times.

- A senior staff member will be in attendance at school whilst the students are returning from any out-of-school-hours excursion. The teacher in charge will communicate with this person with regards the anticipated return time.
- All excursions require approval from the Campus Principal. This approval is sought at least 2 weeks prior to the excursion or incursion date.

Information presented will include:

- The educational aims/objectives of the excursion/incursion
- The names of all staff/adults attending
- Travel arrangements and costs
- Venue details and an itinerary of events
- A contact phone number
- Procedures followed to ensure the safety of all students