



EDUCATIONAL EXCURSIONS

Statement of Aim:

The aim of this procedure is to recognise in practice that quality educational excursions are an integral part of the personal development of each student. Our school offers such excursions to provide cultural enrichment, social interaction and the extension of learning skills. Educational Excursions will be used to enhance learning experiences.

Rationale:

Educational excursions allow access to new learning environments, encourage a cross-disciplinary approach and allow students to explore new experiences. By following procedure, articulating a learning plan and preparing a thorough Risk Assessment for each excursion, students and teachers will be enabled to plan and execute worthwhile educational excursions.

Guidelines:

1. Educational Excursions will be linked to the curriculum, the learning objectives must be articulated and activities planned. Quality of learning is more important than quantity of excursions.
2. There will be one Excursion sponsor/leader who takes full responsibility for the trip.
3. All Excursions need to be scheduled at the beginning of the Academic Year and written on the Yearly Plan by August 30th.
4. An Excursion sponsor must first submit a proposal that will be checked by the respective Deputy Principal.
5. It is expected that there will be in-school preparation activities before the excursion, and evidence of reflection on learning afterwards (notice boards, journal entries etc.)
6. A permission slip signed by a parent is essential for every student attending the excursion.
7. Ministry of Education approval is essential for every excursion. Paperwork needs to be submitted to the Deputy Principal five weeks before departure.
8. Excursion Sponsors are responsible for planning the trip details and realistic costing of all aspects of the excursion.
9. Planning must take into account the ramifications of the trip on teachers left in the school; if a high level of supervision is needed (e.g. for Early Years) the trip must be scheduled at a time when sufficient teachers are available.

10. Each year group should have a minimum of two excursions during the school year.
11. Excursion Sponsors will have all correspondence relating to the trip checked and signed by the Deputy Principals.
12. Excursion Sponsors in liaison with Deputy Principal will ensure that sufficient chaperones are available.
13. All educational excursions will be conducted according to the school's behaviour-related policies and guidelines.
14. Proposals must include a complete Risk Assessment in order for approval to be granted.
15. There will be no Educational Excursions in JUNE, except for those approved by the Administration.
16. Proposals can be rejected due to, for example, heavy administrative loads, the nature of the trip, too much risk, expense, low student numbers or a hectic school calendar.
17. Educational excursions can be cancelled or postponed due to security risk or student numbers.

Policy last reviewed, August 2025