Rationale
Extra curricular activities should be justifiable in terms of educational outcomes for students. The benefits gained from attending extra curricular activities should outweigh the negative aspects that result from a student missing time from other classes.

Objectives
- To provide an acceptable balance between extra curricular activities and academic pursuits.
- Students benefit from the extra curricular experience.
- Students are aware of all their responsibilities prior to the activity.
- Students are aware their academic responsibilities take priority over their right to attend an extra curricular activity.
- Extra curricular activities are well organised.
- Timeframes are adhered to by all staff and students attending the extra curricular activities.

For the purpose of this policy the term “Extra Curricular Activities / Excursion / Camps” refers to any variation of school routine and includes educational, sporting, cultural or other trips outside of class (curriculum) time that are approved by Lowood State High School.

Responsibilities
The teacher who wishes to avail an extra curricular opportunity to students is required to follow the process as outlined in this policy.

Conditions Of Attendance / Participation
Students may be precluded from attending non curriculum / social based extra curricular activities based on their behavioural choices. Lowood SHS’s Responsible Behaviour plan has been developed based on the principles of Restorative Practices. This will be taken into account when determining the eligibility of students for extra curricular activities.

   - The event coordinator is to speak with the relevant Deputy Principal in charge of approving variations to school routine for that term to determine the student eligibility criteria to be considered for that specific event (a guide is listed in point #2 below). Some criteria may be discounted based on the principles of Restorative Practices and the timing of the event.
   - The event coordinator is to speak with the Yr Level Coordinator to request a list of students who may not be eligible to attend. This request is to be completed at the same time the variation to school routine application is made.
   - The Yr Level Coordinator is to organise a process for the Yr Level Team (consisting of the Yr Level Coordinator / Yr Level HOD and relevant Deputy Principal) to determine student eligibility based on the identified criteria. This may include a list of students that are definitely ineligible for the event, and a list of students who are ‘on notice’, with a final decision based on their behavioural choices to be made in the time between this review and the actual event.
   - The Yr Level HOD is to inform the following:
     - Ineligible students:
     - Event co-ordinator.
   - The event co-ordinator is to:
     - Inform Student Reception of attending / non attending students (so as to ensure money is not collected for students who are not permitted to attend).
     - Ensure any amendments to this list is confirmed by a member of the Yr Level Team (not taken by word of the student / others)

2. Potential criteria for making decisions regarding eligible students
   - Behaviour / work effort in class.
   - Inappropriate attendance / unexplained absence.
   - Non participation in other school sanctioned events (Eg: unexplained and/or regular absence from Inter House carnivals etc)
   - Outstanding / overdue school fees.
   - Inappropriate behaviour at school, or who have recently behaved poorly on other excursions.
   - Students who have failed to meet the due date for payment for the arranged activity without prior negotiation with the event coordinator for alternative payment options.
   - Students who have previously failed to fulfil responsibilities when nominating for an extra curricular activity.
   - Senior students who have accumulated over 60 points of the Lowood Senior Accountability Program.
3. Students who are unable to attend for any reason will:
   • Attend all of their regular timetabled classes or the arranged alternate timetable should there be sufficient numbers attending the event to prevent normal classes from running.

4. Payment for extra curricular activity and refunds:
   • Every student attending an extra curricular activity must pay the activity fee that is stated on the Permission Form. This cost covers admission fees, hire of venues and equipment, nomination of sports, transport costs etc.
   • Refunds of monies paid will not be given if the student has failed to notify the event coordinator of their reasons for non-attendance prior to the event or has no legitimate reason for non-attendance (Eg: genuine medical or compassionate reasons – see Appendix B). This is because costs are calculated on numbers attending.
   • The coordinator of the event reserves the right (in consultation with the Principal) to cancel the event should not enough students have returned their permission forms and money by the nominated date.

Guidelines & Preparation
A variation to school routine is any school experience that causes students to miss regular lessons, or is a sanctioned school event.

Extra Curricular Activities / Excursions / Camps should be justified in terms of appropriate work programs and should be entered on the school calendar at the beginning of the school year - where possible.

Variations to school routine that involve a day or more require the P & C to be informed. All variations to school routine need the approval of the Administration. Prior to approval, the Variation to School Routine must have been through the Business Services Manager.

Organising Excursion Transport
The transport procedures for all Lowood SHS excursions include the following:

A. In the event that a bus is provided to transport the students: The students are informed in writing via the permission letter that they are to utilise the bus that is provided by the school and to pay the agreed amount to cover these costs. The permission letter will make it clear how much the students are to pay for the bus.

B. In the event that the students are to arrange their own transport: The students’ parents/ guardians are informed in writing via the permission letter that students are to make their own way to the excursion/ event by means of private or public transport (including walking to an event). Lowood SHS staff are not to arrange private transport for students by other parties, including parents, family, friends etc.

C. In the event that staff private vehicles will be used to transport students:
   • The staff member is to complete Form A – Permission to use a Private Vehicle to Transport Students. This form will be kept on file in the office in staff files. It only needs to be completed once, but will need to be amended should any details change and is only valid for the duration of the relevant current insurance policy. This form includes the current insurance policy for the vehicle.
   • The Lowood SHS staff member must also complete Form B- Permission to use a Private Vehicle to Transport Students. This form is completed, submitted to the HOD for approval and kept by the teacher.
   • The Lowood SHS staff member is also to complete the Application for Approval to Vary School Routine. The inside page has a section that indicates whether you have completed Form A and Form B.
   • Obtain parental permission

D. In the event an excursion/event is in school time/or outside school times and the students are required to walk: If students are required to walk to an excursion/ event Lowood SHS staff are required to walk with the students and supervise them at all times.

Points of reference:
• Form A – Permission to use a Private Vehicle to Transport Students
• Form B – Permission to use a Private Vehicle to Transport Students
• Application for Approval to Vary School Routine
(All of these forms are found next to the pigeon holes in the office)
<table>
<thead>
<tr>
<th>TIMEFRAME</th>
<th>RESPONSIBILITIES OF EVENT COORDINATOR</th>
</tr>
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</table>
| **Eight weeks**  
(at least) prior | ✓ Consult calendar to ensure there are no clashes with other excursions  
✓ Consult with HOD / Admin liaison concerning the proposed variation to routine.  
✓ Acquire information regarding venue, purpose, transport, other costs etc.  
✓ Seek Senate / P&C approval  
✓ Notify students of excursion later in term/year.  
✓ Liaise with BSM to complete costings.  
✓ Make necessary bookings (eg: camp sites, buses etc) |
| **Four weeks**  
prior | ✓ Complete Variation to School Routine form and prepare permission letters. Pay close attention to the ‘Risk Assessment’ section of this form – if it is a higher risk activity, a detailed risk assessment proforma is provided.  
✓ Provide Variation to School Routine and permission letters to the BSM. After costings are confirmed, forms will be given to Administration for signature and approval.  
✓ Complete transport arrangements.  
✓ Initiate process with Yr Level Team to determine the list of eligible students (if the event is a ‘social’ extra curricular event) |
| **Three weeks**  
prior | ✓ Distribute Permission Forms, Medical Forms and Excursion Policy and require the return of all these forms and monies at least one week prior to the excursion.  
✓ Confirm from relevant HOD the list of eligible students and inform Student Reception (to assist with the collection of money and so unpaid fees can be checked).  
✓ Check with office regarding students with outstanding fees.  
✓ Advise canteen convenor of the excursion and the number of students who will be away.  
✓ Liaise with relevant Deputy regarding staffing requirements and procedures for students not attending event (if applicable). |
| **One week**  
prior | ✓ Remind staff of upcoming event at briefing / staff meeting.  
✓ Ensure permission forms have been checked by excursion coordinator against list of students who have paid (at least 24 hrs before).  
✓ Ensure you have any relevant medical details and action plan.  
✓ Publish on notices and staff notice board the list of students who will be away.  
✓ Ensure students are aware of departure / return times. Confirm bus bookings if necessary.  
✓ Remind students of important details (travel arrangements, equipment required, uniform requirements, behaviour, mobiles etc)  
✓ Confirm with canteen of number of students attending.  
✓ Prepare work for supervision and provide to relevant Deputy for IRL.  
✓ Confirm relevant HOD eligible student list remains correct.  
✓ Generate the OneSchool report providing medical info, emergency contact details etc. |
| **On the day**          | ✓ Assemble students at least 15 minutes prior to leaving.  
✓ Check attendance, take a list of participating students with you, and also leave a bus list at the office.  
✓ Ensure all students are correctly attired.  
✓ Check you have necessary equipment (first aid kit, medical information and mobile etc) |
| **Post Event**          | ✓ Follow up on any behaviour issues should they occur.  
✓ Follow up on any accidents (including completion of Accident Report) should they occur.  
✓ Complete necessary Public Relations where necessary (newsletter, local print media etc)  
✓ Evaluate excursion and make notes for following year (where applicable) |
Appendix A

Variation to School Routine - Excursions

Procedures Check List

The year before:
- Discuss with Head of Department proposed excursion/activity
- Get initial approval from appropriate administrator then advise Deputy Principal for inclusion in the school calendar
- Make necessary bookings – camp sites, etc.

Excursions within the year:
- Senate approval must be obtained.
- In exceptional circumstances where Senate approval cannot be sought due to time constraints a Head of Department may get approval through a Deputy Principal.

Four weeks prior to excursion:
- Complete Application for Approval to Vary School Routine (after discussion with HOD):
  - Complete draft budget. To ensure your excursion does not run in the red, work costs out on a smaller number of students than you actually have in your class (i.e. if class size is 30, work costs on 27 students).
  - Refer to relevant Workplace Health & Safety Modules (EPPR) on the intranet web site.
  - Undertake a risk assessment.
  - Have your HOD approve costings and excursion (requires signature on Variation to School Routine Form).
- Submit completed copy of the Variation to School Routine, quotes and permission letter to Business Services Manager for approval. This documentation will then be forwarded to a Deputy Principal for approval. A copy of the documentation will be put back into your pigeon hole. The original will be processed on SMS and filed for auditing purposes.
- The permission letter should contain details of location, timetable, supervision, activities, uniform requirements, learning outcomes. If total cost is $10.00 or over include on your letter the option to pay by Eftops (sample letters saved at: G/Common/School Admin/Excursions). All letters must be countersigned by Principal/Deputy Principal.
- Complete transport arrangements.
- Initiate process with Yr Level Team to determine list of eligible students (if the event is a ‘social’ extra curricular event)

Three weeks prior to excursion:
- Distribute consent forms – allow minimum of two weeks for the collection of money so parents have time to budget. Forms and money to be paid one week prior to excursion. If it is an overnight excursion ensure a detailed medical form has been completed for each student.
- Confirm students attending with Yr Level HOD. Inform Student Reception. Inform canteen convenor of numbers absent.
- Liaise with relevant Deputy regarding staffing requirements (ensure Deputy places names in house diary) and procedures for students not attending event (if applicable).

One Week Prior:
- Remind staff at staff briefing of the event. Prepare work for all classes and/or arrangements for student’s not attending excursions and give to Deputy Principal (see Policy 22 – IRL & Supervisions). Confirm bus/bookings etc if necessary.
- Ensure permission forms have been checked by excursion coordinator against list of students who have paid (at least 24 hrs before). Generate the OneSchool report with medical info, emergency contact details etc.
- Remind students of important details (travel arrangements, equipment required, uniform requirements, behaviour etc)
- Ensure a list of students attending is printed on the back of the staff notices – at least the day before.
- Confirm relevant HOD eligible student list remains correct. Confirm with canteen number of students attending.
- Ensure you have any relevant medical details.
- Under no circumstances can students attend an excursion if:
  - They have not paid,
  - They have not returned their parental permission.
  - They have not been given ‘clearance’ by the Year Level Team (where applicable)

On the Day of the excursion:
- Assemble students at least 15 mins prior to departure, and check students are in the correct attire.
- Mark roll before departure and send list to the office prior to departure.
- Students should not be allowed off buses on the way back to school unless:
  a) Prior arrangements have been made.
  b) Parents are waiting at the rendezvous point.
- Ensure you take a first aid kit, medical information etc.
- A mobile phone should be taken on all excursions. It is compulsory for a mobile phone to be taken on after hours excursions or sporting events. The school mobile phone is available for use. Give the Business Services Manager 24 hours notice (to ensure it is fully charged) if you intend to use the school mobile phone.

Next Day….
- Report back to Administrator.
- Evaluate the excursion and make notes for next year.
- If any accidents occurred during the excursion ensure Accident Report forms are completed to be entered on SMS.
- Complete Public Relations items where appropriate (newsletter, local print media etc)
Appendix B

Refund Guidelines for Excursions and Camps

At Lowood State High School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child’s non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student’s account at the school, and used for any cost in the future.

Relevant Legislation & Policy

- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNM-PR-019: State Education Fees

***** End Of Policy*****