**VARIATION OF ROUTINE POLICY**

**Excursions do have a necessary and important place in the educational process. However, it can be a disruption to the education of the students remaining at school. In order to minimise any disruption and to run an effective excursion or activity, staff are asked to follow the guidelines below:**

1. **All variations of routine must have the approval of:**
2. the supervising KLA head teacher(s) of the staff member(s) attending the VOR
3. the supervising executive member in charge of the VOR if not KLA specific e.g. Welfare (where relevant)
4. the Head Teacher of Administration in charge of VOR management (Sharon Rowles)
5. the sport organiser (Dean Hillard) if the VOR impacts on sport on a Wednesday afternoon or school sports carnivals (Swimming, Cross Country Running and Athletics)
6. The Principal.

. The Principal’s Approval form must be used for this purpose.

1. If this variation clashes with BOS requirements, the BOS requirements take precedence. The Head Teacher of Administration in charge of VOR management will check the assessment calendar before providing an approval signature on the “Principals Approval form”. Alternative arrangements to complete BOS requirements before an activity may be arranged in the case of knockout sport competitions. Any such arrangements must be approved by the Principal.
2. Wherever possible, excursions should be run on core classes or streams, so as to minimise splinter groups going on excursions. In Years 7 & 8, excursions should be based on the whole class, streams and if possible on the whole Year.
3. Excursions should NOT be held on Sports afternoons. In the event that there is no other alternative, then approval must be obtained from the Sports Coordinator.
4. For excursions for Years 7 – 10 please check with the TAS Head Teachers to ensure that D&T classes will not be adversely affected by material wastage.
5. Excursions for Year 12 should not take place in Term 3 unless permission is obtained from the Principal.
6. Generally no excursions are permitted after Week 3, Term 4.
7. If students are to provide their own transport to/from an excursion the “Use of private vehicles by students” form **must** be completed by all students involved (Drivers and passengers). Students are not permitted to travel in private vehicles unless the form has been completed, signed by parents and returned to the Deputy Principal for filing (MUST be done in an appropriate time before the excursion).
8. **Excursions involving Sport (e.g. Knock-out Competitions), the Variation to Routine procedures must be followed given the time constraints**.
9. Where payment of a fee is required, the Senior Administration Manager needs to be informed at least three weeks prior to the excursion. She will allocate a transaction code for the excursion. Firm closing dates are to be at least one week before an excursion and three days whenever possible for knockout sporting competitions. If the required funds have not been paid by the closing date, the excursion or activity will be cancelled due to insufficient funds being available to cover costs. The day after the closing date, she will be able to give you a list of students who have paid for the excursion. **Only Students on the “paid list” may attend** – **no exceptions & no late payments.** This list must be given to the telephone switch operator.
10. The teacher responsible for the excursion is to work out the logistics, cost, transport, permission notes and have included in the organization a contingency plan in case the excursion or activity is called off. If there are any changes to the excursion or activity’s planning due to bad weather etc., the staff absence number should be rung on 0402472487 before 7am with a message detailing the VOR and what changes are to be made eg cancellation. This information will be placed on the school Facebook page and the school website by the Head Teacher Administration in charge of casual relief by 7:15am.
11. Cover for an excursion is provided by other teachers – in house (buddy extras)- they are not covered by day to day casuals. The cover arranged **needs** to be provided to the Head Teacher Admin in charge of covering teacher absences at least one day before the event, using the “Class cover” form. Teacher(s) attending the VOR **MUST** ensure they have covered **Roll Call, Playground duty / Bus duty and all timetabled lessons**. The Head Teacher Admin in charge of covering teacher absences is then able to put spare relief staff and /or casual staff on lessons where possible and cover lessons if staffs volunteering to do the “buddy extras” are absent on the day of the VOR. Teachers who are timetabled on “relief” lines and/or “Meadowbank” lessons are not to volunteer to do “buddy extras” for the VOR unless directed by the head teacher administration in charge of covering teacher absences.
12. The following **forms are available electronically in** “Faculty”/“Staff Information”in the **“VOR”** folder and can be found in the **“Forms” folder**:
* Principal’s approval form
* Permission note form
* Risk Management form
* VOR Financial form
* Class Cover form
* Use of Private Motor Vehicles by Students form
* Swimming consent form
* Overnight Activity Consent and Medical Information form
* Skiing and Snowboarding form

The appropriate details should be added electronically prior to printing and distributing to students and parents.

1. The teacher responsible for the excursion is to **follow the “Flow Chart” and complete the “Check List”** (can be found”in the **“VOR”** folder and can be found in the **“Instructions” folder**) and it must be signed off by the organising teacher. The Faculty Head Teacher should have a copy of the excursion details and retain all permission notes after the excursion for possible future reference.
2. The “Risk Management form” **must** be completed and signed off by the organising teacher, the Head Teacher of Administration in charge of VOR management and the Principal. Instructions on how to complete the risk assessment (“Guidance in completing risk management proforma” and “Example of Completed Risk Management form”) can be found **in** the **“VOR”** folder and can be found in the **“Instructions” folder**.
3. Staffing Excursions – Normally, single day excursions and activities are staffed on a ratio of 1 teacher to 30 students. Overnight excursions require a 1 to 25 ratio. However, the number of staff involved should be discussed with the Head Teacher of Administration in charge of VOR management.
4. Students should not be unsupervised at any time during the excursion, this includes during lunch breaks unless suitable safety conditions are in force. For senior students (Years 11 & 12), there may be circumstances whereby students may be allowed to make their own transport arrangements of travel to and from the excursion.
5. Students are expected to wear their school uniform, unless prior permission has been gained from the Principal, e.g. Field excursion – no uniform.
6. **An attendance roll, including all eligible students, is to be given to the Front Office at least 24 hours before the activity. On the day of the activity the teacher can collect 2 rolls from the front office – one to mark off and return prior to leaving and the other to take on the activity. The students will be included on “Academy” with a light blue flag for school business and a brief description of the activity. This will be used by teachers at school to correctly mark their rolls.**