



Excursion Guidelines

Variation of Routine

Timeline	To do:
4 weeks prior	<input type="checkbox"/> Consult with Head Teacher and/or line manager.
	<input type="checkbox"/> Check School Calendar for availability of date.
	<input type="checkbox"/> Complete VOR documentation and submit on School Bytes. <ul style="list-style-type: none">- Debating, Knockout Sport and other responsive events to be submitted at the earliest possible time.
	<input type="checkbox"/> Cover for VOR. <ul style="list-style-type: none">- <i>No Cover Required</i> - No cover required.- <i>Organised Internally</i> - Internal cover is preferred option where possible.- <i>In Lieu Of</i> - ILO cover can be used where relevant (e.g. taking whole cohort to VOR).- <i>Casual Required</i> – Casual relief teacher to cover lessons is subject to availability and cost must be covered within the VOR or from Faculty Budget.
	<input type="checkbox"/> Please discuss with relevant DP Line Manager if further clarification is required.
<input type="checkbox"/> Ensure that Permission Note Due Date (and payment where relevant) in Section One of School Bytes VOR is scheduled to close for one week prior to event.	
3 weeks prior	<input type="checkbox"/> Approval managers will endeavor to respond to VOR within the week. SAM will arrange payment details as part of approval process (where relevant).
	<input type="checkbox"/> Limits to student participants can be added once approved, prior to sending out the permission note via School Bytes.
	<input type="checkbox"/> E-mail permission note to families via School Bytes. Verbally notify students that the permission note has been sent via School Bytes where applicable.
2 weeks prior	<input type="checkbox"/> Send reminder e-mail to families by filtering VOR (Permission Notes Returned or Paid).
1 week prior	<input type="checkbox"/> VOR closes unless there are extenuating circumstances.
	<input type="checkbox"/> Send special organisation (where relevant) via <i>MS Teams>Daily Organisation</i> to inform staff of any changes to daily routines in consultation with HT Administration.
	<input type="checkbox"/> Arrange how rolls will be marked and communicated to school via Administration Office and HT Administration.
	<input type="checkbox"/> Arrange protocol for students that do not attend. <ul style="list-style-type: none">- Consider and discuss with Faculty/Line Manager alternative work and arrangements for these students.
3 days prior	<input type="checkbox"/> Confirmation of the final list of the students attending the excursion/incursion with Administration Office and HT Administration. Students will be marked as <i>School Business</i> .
	<input type="checkbox"/> Organise first aid kit and EpiPen with First Aid Officer in Administration Office.
	<input type="checkbox"/> Remove any students not participating, notify SAM to resync so it is reflected on families statement of account.
1 day prior	<input type="checkbox"/> Work set by absent teacher and left on absent teacher's desk, with Head Teacher, or any other suitable arrangement.
	<input type="checkbox"/> Leave work for students not attending excursion/incursion.



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On the day

- Mark roll of attending students and inform Administration Office of absent students.
- Check students and ensure that they are wearing required school uniform. Remind students of Behaviour Code and expectations. Implement elements of Risk Assessment conducted.

After event

- Upload any photos (MS Teams>School>Photos – please put VOR title and year) and/or prepare newsletter article (MS Teams>School>Communication>Newsletter) where relevant.
- Report incidents which occurred during the event on Sentral wellbeing and notify line manager.



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Information for Families on Excursions and Variation of Routine

Inner Sydney High School offers a range of excursions in a number of Learning Areas and for the purposes of curriculum enrichment each year. School Excursions are structured learning experiences provided by, or under the auspices of the school which are conducted external to the school site and are consistent with the Department of Education (DOE) Excursions Policy located at: <https://education.nsw.gov.au/policy-library/policies/pd-2004-0010>

All excursions will operate at the discretion and under the supervision of the Principal. Each excursion is prepared via the construction of a risk assessment and consent form. The main purpose of a consent form is to give enough detail to parents and carers to allow them to make an informed decision about whether their child should attend the excursion. It is also to assist the parent or carer to provide relevant information to the school about the child's care needs. Excursion dates and information will be available to parents and carers via the School Bytes App.

Inner Sydney High School is cognisant of the costs of schooling and as such, endeavours to minimise the costs of excursions and attempts to give parents and carers as much notice about excursions as possible. The school also provides the option of payment via instalments by selecting a percentage to pay for the excursion via the School Bytes App. If financial difficulties are currently being experienced by families, financial assistance is also available. Please email the school at innersydney-h.school@det.nsw.edu.au SAO *Janece Fiala*.

To ensure that excursions are able to operate Inner Sydney High School administers payment deadlines of no less than five (5) working days prior to the date of an excursion to ensure payments to suppliers and vendors can be facilitated. After the payment deadline, funds will not be accepted. Students cannot attend excursions unless payment has been made. Where there are insufficient numbers of students who have paid for an excursion, the excursion may be cancelled. In this instance, and where there is sufficient notice, parents and carers will be refunded payments they have made. In situations where a payment has been made for attendance at an excursion and the student is unable to attend the excursion, it may not always be possible to process a refund of their payment due to commitments made with vendors and suppliers. Ultimately, the timely payment for excursions improves the likelihood of each excursion opportunity proceeding. The cooperation of parents and carers is vital in this respect.