



Spencer Park Primary School Excursions Procedure

Teachers may take the opportunity to take their students on an educational excursion. Before doing so they have the responsibility to:

- Ensure all safety matters are dealt with. (Refer to Excursions Policy for further information).
- Investigate all logistical requirements, eg. date, time, transport, supervision etc.
- Accurately cost the excursion.
- Complete appropriate notification to students, parents and administration. Note: When a teacher is unsure of the viability of an excursion the matter should be discussed with the principal before notification to parents.
- Seek parental approval for a child to leave the school grounds.
- Complete the "Educational Excursion/Camping Proposal Forms" as required, prior to the excursion date and provide a copy of this to the Principal.