



LANDSDALE
CHRISTIAN SCHOOL

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Excursion Policy

Purpose:

To provide safety to all students and staff for student learning outside the classroom/school campus.

Guidelines: Teachers must follow the guidelines below before an excursion with students.

- a) Teacher must complete an EOTC form (See excursion Google Drive folder).
- b) The EOTC form must be submitted to the Principal for approval three weeks before the excursion date for day trips; one month prior to camps.
- c) Consent needs to be secured from all parents of students involved.
- d) Health and medical information must accompany the teacher in charge on the excursion.
- e) Parent contact lists must be taken on the excursion.
- f) First aid, asthma bag, sunscreen (optional) must be taken on the excursion.
- g) All accidents & incidents need to be recorded on SEQTA.
- h) School phone or teacher phone must be taken on the excursion.
- i) Teacher must notify reception staff on departure for student numbers.
- j) Excursions outside the country must have all appropriate risk assessment documents forwarded to the Principal, to be presented and approved by the School Council at least 1 month before the excursion.

Policy created on Tuesday, December 15, 2015 Sonny Aiono, Gavin Bowyer, Sam Knopper

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