Incursions, Excursions and Camps Policy

Viewbank College students are encouraged to take part in extra-curricular activities to enhance their learning and their experience as a part of the Viewbank College community. To ensure equitable participation, and to maintain the good name of the College in the wider community, the following conditions are applied to student participation in incursions, excursions and camps:

Implementation:

- Information regarding student participation in camps and excursions will be published to parents and students at the beginning of each school year.
- In rare cases where student behaviour would put the student, other students, or staff at risk, the College Principal or Assistant Principals will make the final decision as to whether a student is able to participate in an excursion, incursion or camp.
- Students must follow College requirements regarding uniform. Students will not be permitted to participate if they have not fulfilled the requirements as outlined by the organising teacher. Excursions and incursions will generally require that full school uniform is worn unless special permission is obtained from the School Principal or Assistant Principals.
- All students must provide written or electronic (Compass) parent consent **strictly 3 business days** prior to the event to be eligible to attend. Late permission will not be accepted.
- Payment must be made **strictly 3 business days** prior to the event to be eligible to attend. Parents/students experiencing financial or other hardship should make contact with the Business Manager or Assistant Principal and confidential, special arrangements may be put in place to support the student’s participation in the event.
- For extended tours and camps, payment schedules must be strictly met or the student’s place on tour may be forfeited. Any monies already paid to a third party provider may not be able to be refunded.
- Participation in optional extended tours and camps is conditional on there being no outstanding payments due for any items other than non-compulsory school levies.
- All VCE students must complete a VCE Release Form, signed by all subject teachers and Year Level Wellbeing Leader **strictly 2 days** prior to the event if the event is an OPTIONAL ONE. The completed form must be submitted to the organising teacher prior to the day of the event or students will not be permitted to attend.
- It is the responsibility of parents to ensure that the College is provided with up to date medical information that may affect their child and that any medications to be
administered by staff are in date and given to organising staff with written instructions prior to the commencement of any excursion or activity

- Normal College rules and expectations apply to any student participating in an incursion, excursion or camp. Any student who brings the good name of the College into disrepute, or breaks College rules, while participating in incursions, excursions or camps may have their right to participate in future events removed for a period of time. This is at the discretion of the College Principal or Assistant Principals in consultation with the Year Level Wellbeing Leader

- Only College Principal and Assistant Principals are able to make exemptions to this Policy

- Incursions, excursions and camps may be cancelled due to insufficient numbers at the College discretion.

Evaluation
This policy will be reviewed as part of the College’s review cycle or when new information is provided by DEECD.