Dear Parents,

As stated in the Community Code of Practice in the School Charter, our school values the involvement of helpers in our programs. Indeed, our excursion and camping programs would not be able to go ahead without the time, enthusiasm, skills and expertise of our parent helpers, grandparents and the like.

Excursions are part of the learning environment. Just as parents do not have a right to enter school learning environments, they also do not have a right to attend school camps and excursions, which are extensions of the school learning environments. However, parents are entitled to be considered for their involvement in school programs. The Principal has the final decision about helpers who attend school excursions and camps.

Only those parents who are authorised to assist on camps and excursions are covered by Workcover. Parents who are not authorised are not to be asked to undertake any duties in regard to the excursion.

Staff are to ensure that all parents who are authorised to attend on excursion are to be thoroughly briefed about their role and duties for the duration of the excursion.

**Purpose**
Why all parents who express interest are not able to attend excursion.

1. One of the aims of school excursions and camps policy is to provide opportunities for children to develop independence and social skills in a variety of environments. If a child’s parent attended many of these activities, their child would not be having the opportunity to develop their emotional independence and social interaction skills.

2. Taking children on an excursion or camp is a significant responsibility for the teaching staff of the school. Parents attending these activities become part of the staffing ratio and work under the direction of the teacher, often having the responsibility for supervising a group of children or implementing a learning activity. The number of parents selected is based on the following:
   - number required for an appropriate student / staff ratio (safety and supervision factors considered)
   - overall cost to the excursion
   - effective organisation and communication.
   - gender representation

The following outlines the method of selection for the forthcoming excursion:

**Excursion Type A:**
Educational focus: These excursions are out in the open or public eg a zoo excursion, Arts Centre. Parents attending on these excursions are seen to be part of the staffing ratio. For reasons of effective control and communication, these excursions do not have open invitations for parents to attend. Each parent selected is given a certain number of children to supervise throughout the day.

**Method of selection:** Parents are asked to express interest. There will be a ballot process if required with parents expressing interest having an opportunity over the course of the year i.e. if a parent was selected in Term 1, his/her name would not go in the ballot (if required) for a later Excursion Type A.

As the attention of parent helpers is to be focused on the supervision of our students on camps and excursions, parent helpers are not able to bring other children along on these occasions.

INGA WILSON  
PRINCIPAL

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**EXPRESSION OF INTEREST FOR SCHOOL EXCURSIONS**

Parent name: __________________________  Child’s Name __________________________

Grade: __________________________

I have read the above and wish to express interest in assisting on the 4/5/2016 for the Prep excursion to *The Essendon Traffic School*.

I understand my offer will be subject to the method of the selection as stated above.

Signed ____________________________ Date __________________________