



Bungendore High School

Excursions Procedure

Introduction

These procedures are based on the DoE Excursions Policy and the DoE Excursion Planning and Management Implementation Procedure document. As well as the other specific policies and procedures as required including but not exclusively the ones listed below:

[DoE Excursions Policy](#)

[DoE Excursion Planning and Management Implementation Document](#)

[DoE WHS Risk Management Procedure](#)

[DoE Variation of Routine Planning Website](#)

Excursions General

Bungendore High School builds the capabilities of students through a wide array of experiences. Some of these experiences occur beyond the standard timetable and the school gate. To support this, the school conducts a range of excursions, incursions, and events.

Compass Management

All excursions are managed via Compass with the parents and student able to see the status of the excursions they are involved in with permission, further details (dietary etc) and finances managed there.

Parent Process

Parents via Compass provided the following:

1. permission to attend
2. answer further questions needed for the individual excursion (swimming level, dietary etc)
3. make payments (if needed)

Student behaviour and risk management

The behaviour of students is an important consideration when planning excursions, and the involvement of students in these activities is partly based on how they fulfil the DoE and School expectations for behaviour. If a student is in one of the following categories, then they will need to have the approval of the Principal to attend.

Categories include:

- A current Formal Caution
- Currently on Deputy Principal Monitoring (Red)
- Currently on Period by Period Monitoring Deputy Principal (Blue)

And if a student is currently suspended, they may not attend any school activities unless the Principal issues an exception.