

# Lyneham Primary School



## School Excursions Financial Contribution Policy

### Purpose

This policy outlines how the School will:

- Implement the ACT Department of Education and Training's excursion policy
- manage the costs of excursions; and
- minimise the costs of excursions to parents and carers.

### Definition

In this policy:

'excursion' refers to any event undertaken by students directly related to the curriculum that is:

- external to the school and thus requires students to travel; or
- requires the school to purchase the skill of an external provider.

Carers will be asked to provide a financial contribution to cover the costs of the excursion. 'Optional enrichment activity' refers to any activity undertaken by students that is above and beyond what the school considers necessary to meet the school curriculum. The Principal will determine if an activity is an excursion or enrichment activity. Carers are expected to cover the costs incurred for optional enrichment activities. Wording in excursion notes are as follows.

*"It is customary for the school to request a financial contribution towards meeting the cost of your child's participation in this excursion. These contributions are voluntary. Individual records of contributions are confidential. The school has made every effort to keep the costs for this activity at a reasonable level. Please see Annamaria if you require financial assistance."* (For curriculum)

*"The school is planning to offer a dance program. As this an optional enrichment activity, a payment will be required to cover all costs. If the school is unable to cover the costs, the school may not be able to provide the activity. Individual records of contributions are confidential"*. (For optional)

## **Rationale**

Excursions are a traditional and valuable way for the school to access external expertise for teaching of various curriculum areas. However, excursions can also be costly and may put financial pressures on carers. Limiting excursions because of financial constraints may lead to constraining the learning needs and interests of some children. Section 26 of the ACT *Education Act 2004* stipulates that education is to be free and no charges are chargeable for it. The School is mindful of the need to balance these three issues within this policy.

## **Educational aims of excursions**

Lyneham Primary School is committed to expanding student access to the broadest possible range of expertise and experiences to support the curriculum and learning of all students. Some of the expertise and experiences can only be found externally and therefore students are either required to travel to gain the educational benefit or the school needs to purchase the expertise and bring it into the school environs.

## **Implementation**

The School will minimise the financial impact of excursions by:

1. Ensuring that a curriculum need for the excursion is specified and that the need cannot be met from within the school's existing resources;
2. Inviting experts into the school to deliver their knowledge, skills, etc where this is a less costly option than sending students out of the school;
3. Sharing excursion travel with other schools if appropriate;
4. Cycling and/or walking to venues if they are within a reasonable distance;
5. Informing parents/carers at the beginning of each term about anticipated financial contributions for excursions;
6. Inviting expressions of interest from the community before committing to an excursion where the individual cost per student is expected to exceed \$30; and
7. Where excursion costs are greater than \$50 allowing payment in instalments.

## **Impact on school budget**

The School maintains a limited 'Student Support Equity Fund' to assist carers who are experiencing financial difficulties in meeting excursion costs. A request to access this fund can be made by personally contacting the School Principal.

## **Evaluation**

This policy will be reviewed within each School Improvement cycle; that is, every four years.

Annamaria Zuffo  
Principal

David Horner  
Chair, School Board

Date of review: November 2013

Date of original policy: 30/10/2008