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## **In School Visit Policy**

### **Background**

At Huntingdale Primary School in school visits are an integral part of the wider school program and enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. The school ensures that In School visits provide an enriching experience for our students and community members and are relevant to the current curriculum.

### **Purpose**

To:

- Give students a wide range of experiences beyond the classroom that will enhance, complement and extend their learning as well as develop their language and social skills.
- Develop students' understanding that learning is not limited to the school environment and by providing them with opportunities to broaden their personal understandings and knowledge.
- Ensure the school is compliant with policies and procedures set out by the Department of Education and Training (DET).

### **Implementation**

- This policy works in conjunction with the Visitors Policy.
- The Principal has the overall responsibility of overseeing the implementation of this policy.
- At the commencement of each year staff will be briefed on this policy so that they understand their roles and responsibilities when organising in school visits.
- There will be a nominated teacher in charge for each In School visit who is responsible for completing all items on the In School visit checklist. (Appendix 1)

### **Planning**

- Where practicable, In School visits are to be planned on a yearly basis. The Principal/or Assistant Principal must approve all In School visits. They will refer to the Visitors Policy to ensure that the In School visit meets DET requirements, relates to the curriculum and benefits students learning.
- The teacher in charge of organising the In School visit should send information about the In School visit to the Principal for school council reports as relevant. This may include the educational aims and objectives of the In School visit and how it is related to the curriculum.
- All paid In School visits require parental or guardian permission.
- All In School visit notes must be approved by the Principal/Assistant Principal and distributed to students at least three weeks prior to the event.
- The Coordinator will notify the Office Manager of the In School visit prior to the notices being distributed to students. This will enable details of the excursion to be added to CASES 21.
- The Coordinator will send the In School visit notice to the Business Manager so that it can be placed on Tiq Biz.
- All money and In School visit permission forms must be sent to the office for processing. Any parent wishing to use the Government Camps and Excursions Allowance must apply for this through the Business Manager.
- All endeavours will be made not to exclude students from In School visits for financial reasons. Parents experiencing financial difficulty, who wish their child to attend an In School visit will be



required to discuss their individual situation with the Principal. Decisions regarding alternative payment arrangements will be made by the Principal on a case by case basis.

- Sufficient time will be given for parents to make payments for In School visits. Reminders will be provided via TiqBiz. Children whose payments have not been finalised by the due date may not be able to attend the In School visit unless other arrangements have been with the Principal.
- If an In School visit needs a cheque on or before the day, submit a request to the Business Manager one week prior to the In School visit.
- The In School visit coordinator is responsible for writing details of the In School visit on the school share point diary <http://10.151.142.51/Lists/Calendar/calendar.aspx>
- The In School visit coordinator needs to ensure a suitable room is booked for the In School visit and changes arranged with staff at least a week prior.
- Satisfactory arrangements must be made for students not attending In School visits.

### ***On the day***

- Classroom teachers need to ensure they have all signed permission notes for the In School visit.
- The In School visit organiser needs to ensure that the office has the relevant information of who is coming and what room they should be going to.
- All In School visit providers must sign in and out via the office using TiqBiz and wear a visitor’s pass.
- Teachers could take photos of students during the In School visit for those who have signed the photo permission form to record the In School visit.

### ***After***

- The In School visit Coordinator may complete a TiqBiz update or write an article for the newsletter.
- If accidents or injuries occur during In School visits it must be reported to the office.
- All permission notes should be sent to the **school office** for archiving.

### **Evaluation**

This policy will be reviewed as part of the school’s 3 year cycle.

### **Certification**

This policy was endorsed by School Council at the meeting held on

Signed.....  
  
**Principal**

Signed.....  
  
**School Council President**



## Appendix 1- In School visit Planning Form

This form is to be completed and forwarded to the Principal or Assistant Principal

IN SCHOOL VISIT TITLE:

\_\_\_\_\_

YEAR LEVEL(S)/GRADE(S): \_\_\_\_\_

CURRICULUM LINK: \_\_\_\_\_

SYNOPSIS OF IN SCHOOL VISIT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_ ORGANISER: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

VENUE: \_\_\_\_\_

### COSTING:

Presenter cost \$ \_\_\_\_\_

Other expenses \$ \_\_\_\_\_ TOTAL COST \$ \_\_\_\_\_

COST PER CHILD (work out on the basis of 90% of students attending) \$ \_\_\_\_\_



**PARTICIPATION:**

**Number of children:** \_\_\_\_\_

**Teachers attending:** \_\_\_\_\_

**Parents:** \_\_\_\_\_

**ARRANGEMENTS FOR NON-PARTICIPANTS:**

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Appendix 2- In School visit Planning Checklist

In School visit Title: \_\_\_\_\_

Year Levels: \_\_\_\_\_ Date: \_\_\_\_\_

In School visit Coordinator: \_\_\_\_\_

	ITEMS TO CHECK	DATE D/W	INIT
	<b>PLANNING</b>		
1	Organise date- Check calendar for other school activities on that day such as re, choir, keyboard		
2	Obtain quote for In School visit costs (Calculate cost per child)		
3	Check room availability		
4	Fill in In School visit Planning Form and have it signed by the Principal or Assistant Principal		
5	Once date is confirmed- place on the share point calendar <a href="http://10.151.142.51/Lists/Calendar/calendar.aspx">http://10.151.142.51/Lists/Calendar/calendar.aspx</a>		
6	Inform Office of the In School visit so it can be placed on CASES21		
7	Make notice to go home to families at least <b>3 weeks prior</b> - send to the Principal or Assistant Principal for approval		
8	Once approved send it to Business Manager to be placed on TiqBiz		
9	Advise other service providers if need to cancel school activities on that day i.e.: re, violin, guitar, keyboard		
10	Provide the Principal with details about the In School visit so it can be included in School Council Report		
11	Complete purchase order for In School visit provider- organise cheque if needed on the day.		



	<b>ONCE FLYERS ARE SENT OUT TO FAMILIES</b>		
12	When money received, please record in cash book and send to office <b>every day</b> and send receipt home with student		
	<b>THREE DAYS PRIOR TO IN SCHOOL VISITS</b>		
13	Check all students have paid and ret. permission slips		
14	Send reminder via TiqBiz		
	<b>DAY BEFORE IN SCHOOL VISIT</b>		
15	Check permission slips		
16	Check venue and remind staff that they cannot use this area		
	<b>ON DAY OF EXCURSION/IN SCHOOL VISIT</b>		
17	Take photos of the In School visit		
	<b>AFTER IN SCHOOL VISIT</b>		
18	Return all permissions and this form to office for retention		
19	Complete Tiq Biz update or newsletter article		