

Unsupervised Excursion Form



Croydon Community School & OPTIONS

Unsupervised Excursions Policy

RATIONALE

Croydon Community School is a Big Picture Education school. We believe students should have opportunities for learning to happen anywhere – at school, at home, in the community, in workplaces and online. The learning cycle commences with students identify their interests and passions and developing a learning plan that provides the map for each term's work. The next step is to make connections in the community setting up shadow days, internships, creating projects within a real-world context. Students need to have access to the community and this requires opportunities to do this exploration unsupervised during shadow days.

Unsupervised excursions are only available to students over the age of 15 years.

WHAT IS A SHADOW DAY?

A Shadow Day is a day spent with someone who has a passion or works in one of the student's interest areas. Shadow Days involve the student, their advisor and the host in planning the day. Ideally, the student will attend the organisation, business or their passion area. They generally occur after an informational interview is conducted in person or over the phone. The student will spend a day with a person, 'shadowing that person around as see what they do'. The purpose is to provide the student with a chance to learn more about their interest area and what people do in a specific field or interest. It is the chance to spend some in-depth time immersed in their interest. While Shadow Days may often occur at a place of work, it could also include spending a day with someone who involves themselves in the recreation i.e. sailing, photography, surfing are examples.

Students are required to complete a Shadow anthropology as outlined in the *Big Picture Learning Cycle – Helping Students Learn manual*.

LEAD UP WORK PRIOR TO A SHADOW DAY

It is critical that every student participating in a Shadow Day has the opportunity to build the confidence and experience to participate in an unsupervised excursion. While the student will be assigned a mentor to shadow the student will be required to travel to and from the work place under their own arrangements and often unsupervised. Students should have participated in public transport travel through normal class exploration days where they have had the opportunity to experience getting around Melbourne. This is not a requirement as alternative arrangements for travel to the work place can be made and must be clearly outlined on the form.

UNSUPERVISED EXCURSION FORM

This form must be completed prior to the unsupervised excursion being approved. Parents, students, advisors and mentors must be fully involved in the planning.

Notes:

It may be necessary to provide families with a covering letter elaborating on the unsupervised excursion details for example: where a student is completing a number of unsupervised excursion days or shadow days at a variety of locations, or specifically for a school program where a student may be attending different sites depending on the program needs for that day. The following form outlines the basic arrangements but in some circumstances as mentioned above greater detail may need to be provided.

UNSUPERVISED EXCURSION FORM

FURTHER INFORMATION AND RESOURCES

Please refer also to the school's:

- Incursions (Safety Of Children Working with External Providers) Policy

REVIEW CYCLE

This policy, last ratified in May 2017, was first developed in this format in May 2019, and will be reviewed annually or if guidelines change (currently no DET A-Z Index reference).

Unsupervised Excursion Form



STUDENTS ARE REQUIRED TO COMPLETE THE DETAILS OF THIS FORM
AND HAND IT TO THEIR ADVISOR FOR FINAL APPROVAL
BEFORE THE DATE OF THE PROPOSED EXCURSION

STUDENT:		Date of Birth	
Description of excursion (purpose)			
Advisor in Charge:		Date(s) of Excursion:	
Location(s) of excursion:			
Contact Person at location(s):			Phone:
Arrival Time:		Departure Time:	
Travel options		Public Transport	Other:
Private vehicle	Details:		
Student Mobile:		Minimum \$5.00 credit	
Emergency Contact person:			Phone:
Relationship:			

Student declaration:

I agree to undertake the task set to the best of my ability and will conduct myself in a mature and responsible way. I will follow the check-in procedures contacting the school on arrival and departure from the excursion location. If there is an emergency or any other problem I will contact the school immediately.

I will have a mobile phone charged and with at least \$5.00 credit.

Signed. _____ Date _____

Parent Declaration:

I have read the above information and understand that this is an unsupervised excursion under the specified department guidelines. My child will have a mobile charged with at least \$5.00 credit.

My contact number for that day will be _____

I give my daughter/son permission to take part in this excursion and where it is impracticable to contact me, I authorise the adult in charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by medical practitioner
- Administer such first-aid as may judge to be reasonably necessary

Parent/Carer

Signature: _____ Date: _____

Advisor: _____ Date: _____ Principal: _____ Date: _____